

All course and program proposals (be them for something new, something revised, or something to be disestablished) are done electronically through Curriculog, a curriculum management workflow tool developed through the Registrar's Office.

To access Curriculog, go to <https://udel.curriculog.com/> and use your CAS credentials to login.

The Registrar's Office has redeveloped the materials available on its website to assist users with tutorials and more information at http://www1.udel.edu/registrar/faculty_staff/curriculog.html

In order to be included in next year's course catalog all new course proposals and revisions must be submitted via Curriculog and be at the CAS Educational Affairs step by **Friday, November 10, 2023**.

Also, all new or revised program proposals must be to the CAS Educational Affairs step by **Friday, November 3, 2023**. This will put the proposals onto the December CAS Senate agenda for approval. We cannot accept any revisions or corrections after that date. Please note the following:

1. This is **NOT** a submission date into Curriculog. There are often a number of levels of approval between initial submission by the department and the proposal reaching Educational Affairs for review. I would highly recommend submission into Curriculog by *Friday, October 27, 2023*.
2. The college date for submissions is earlier than dates advertised by other offices and committees on campus (such as Graduate Studies). This is because all petitions from the College of Arts and Sciences have additional levels of approvals (Educational Affairs, CAS Senate) before it even hits the committees and processes of the University Senate. These earlier dates are in place to ensure all petitions make it through all levels of academic governance before the end of the academic year, particularly if at any point along the way a petition has to go back to the originator for edits or corrections.

Finally, for all new degree programs, program revisions, or program disestablishments (at the undergraduate or graduate level) please ensure you indicate the correct **CAS portfolio** the degree program is housed within. Failure to indicate the correct CAS portfolio will route the Curriculog form to the incorrect CAS Associate Dean and can either delay or prevent your proposal's eventual approval by the Educational Affairs Committee and/or the College Senate.