

Important 2025-26 Dates for Course and Program Proposals

This document provides upcoming CALS course and program proposal deadlines to ensure your course and program proposals are in upcoming [Guide](https://guide.wisc.edu) (guide.wisc.edu) publications. Please contact academicplanning@cals.wisc.edu with questions.

Course Approval Deadlines

Recommended deadlines for **submission to CALS**:

- The dates listed are after department-level approval (including department approval of all crosslisted subjects) – please factor this into your plans.

Courses effective Summer 2026	October 7, 2025
Courses effective Fall 2026	December 23, 2025
Courses effective Spring 2027	March 10, 2026

Program Approval Deadlines

Recommended deadlines for **submission to CALS** (after department approvals):

Error correction for programs effective Spring 2026 Only fixes to egregious errors can be approved	September 5, 2025
Program changes effective Fall 2026 This includes substantial changes such as changing program titles, academic structure changes, learning outcomes, large curricular changes as well as minor changes such as adding or removing a course from a list of electives, adjusting narrative language, updating four-year plan etc.	December 5, 2025

Guide Non-Governed Content Editing Deadlines

Changes effective Fall 2026 <ul style="list-style-type: none">Overview, Photos, Funding, Professional Development, Advising, Advising and Careers, Wisconsin Experience, Resources and Scholarships, Contact Box Editing window opens early November	December 5, 2025
Real-Time Edits <ul style="list-style-type: none">Contact Information Box	At any time

Other Annual Processes

Annual Program Assessments

An annual academic program assessment report documents which assessment activities from a program's assessment plan were conducted and describe how the program plans to make improvements based on the results.

Annual Program Assessment Reporting Remember to gather data throughout these reports.	December 5, 2025* *Projected. Check here for final campus deadline
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Obsolete Course Process

Each year courses that have not been taught in six or more years are scheduled to be deleted unless the course will be offered in the immediate future or a waiver request is approved. CALS sends notices to affected subject listings in November. If you wish for the course to be deleted, no action is needed.

Waivers or Requests to Schedule Submitted Notices sent to department by first week of November 2025	December 23, 2025
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Course Proposals - More Information

Once course proposals are submitted to CALS they will be reviewed by Academic Affairs, the CALS Curriculum Committee, UCC administration, and then the University Curriculum Committee. Additional reviews may be necessary based on course designations and attributes.

The deadlines provided above allow time for:

- Revisions, changes, or clarifications requested due to missing or incomplete elements
- Questions from any governance committee that require follow-up information
- Additional committee review (e.g., General Education attributes, L&S credit)
- New courses intended to be part of program changes should submit earlier to allow time for both the course and program approvals.

We recommend following these deadlines to guarantee your course proposal is included in the desired Guide update (fall, spring, or summer) for students. These deadlines assume that revisions will be provided by the proposer within several days. Please ensure that you review the policies for completing proposals to ensure extensive revisions are not required. You can review the relevant policies by clicking on the help button linked to each proposal element; these help buttons look like small blue question marks.

Program Proposals (Governed Guide Content) – More Information

Changes: The following sections in Guide are governed content and require the submission of a Lumen Program proposal to make changes: How to Get In, Admissions (Graduate only), Requirements, Learning Outcomes, Four-Year Plan (Undergraduate only), Three-Year Plan (Undergraduate only), Accreditation, Certification/Licensure, Policies (Graduate only).

All program changes to curriculum and admissions are governed content and must go through the governance process. Certain changes, such as a course addition or deletion from a long list of electives in undergraduate majors, may be administratively approved (rather than approved by committee), but still must go through the governance process (i.e., Lumen Programs) within the timeframes above for implementation in the expected semester.

Please communicate with Academic Affairs well in advance if you are considering a substantial program change (program title change, learning outcomes, academic home, or changes to core program requirements or credits). These may require support from vested interests across campus, course approvals, a review of resource allocations, up-to-date assessment plans and reports, and up-to-date program reviews. Academic Affairs can assist you with the process.

Non-Governed Guide Content – More Information

The following content is updated through the annual non-governed Guide editing period in **November** each year. Training for program Guide editors is provided by campus and CALS during the editing period.

- Overview
- Photos
- Wisconsin Experience
- Resources and Scholarships
- Funding (Graduate only)

The following content sections in Guide can be edited at any time by contacting academicplanning@cals.wisc.edu and can also be updated through the annual non-governed Guide editing period in November each year.

- Right-side “Contact Information” box
- Advising and Careers
- Professional Development (Graduate only)