

Seaver Academic Council

Submission Instructions (2027-28)

Overview:

- There are three deadlines through the academic year depending on the type and complexity of the proposal.
- There are two primary types of curriculum changes:
 - Changes related to individual courses including new courses
 - Changes related to programs including new programs
 - Each requires a different electronic form.
- [Flowchart](#) illustrating the curriculum change review process at Seaver College

Go to:

- [Deadlines](#)
- [How to Submit Proposals for Individual Courses](#) (UAC Etrieve Form)
- [How to Submit Program Proposals](#) (SAC Online Form)

SEAVER ACADEMIC COUNCIL

Deadlines for the 2027-28 Seaver Catalog

SAC has established three submission deadlines during the 2026-27 year, which depend on the complexity of the proposal. SAC invites as many proposals as possible by the September 1, 2026 deadline. If most proposals meet the first deadline, this will help us greatly with scheduling.

By creating the staggered deadlines below, SAC is responding to requests from faculty for some flexibility to submit less-complex proposals later in the academic year. If you choose to submit in January, keep in mind that if SAC identifies any issues in your proposal, the turnaround time for revisions will be very quick in order to make the 2027-28 catalog.

Tuesday, September 1, 2026	
New Program	All new programs.
New Course, Complex	Requires change to a program (major, minor, Seaver Core, grad).
Program Change, Complex	Any change other than simply adding/deleting Seaver Core tags or editing program language that does not affect program requirements. All course changes related to a program change should also be submitted by 9/1/26. Exception: If a program change is necessary <i>only because of</i> a course change (i.e., only changing an aspect of the course as listed in a program's requirements), the accompanying Program Change Proposal may be submitted at the same time as Course Change Form, by 10/30/26.
Seaver Core, Other	Any change to the Seaver Core other than adding/deleting categories/tags to existing courses.
Friday, October 30, 2026	
New Course, Simple	Does not require change to a major/minor/grad degree.
Course Change, Complex	Revision to title and content description involving a new focus/topic for the course, renumbering that changes lower/upper division, and/or any changes that affect programs or other courses. If a course change relates to a wider program change, it should be submitted at the same time as the Program Change Proposal, by 9/1/26.
Seaver Core, Tags	Adding/deleting a Seaver Core category/tag to an existing course.
Friday, January 8, 2027	
Course Change, Simple	Revision to title and/or content description that does not involve a new focus/topic for the course, renumbering that does not change lower/upper division, and/or other changes that do not affect other courses or programs.
Program Change, Simple	Edits to program language that do not affect program requirements.

How to Submit Individual Course Proposals

Changes related to individual courses, including proposing a new course, are accomplished through the UAC Curriculum Change Request on Etrieve. Such changes include:

- course number
- course subject
- course title
- descriptive paragraph of course content which also includes:
 - prerequisites
 - indications of particular grading, such as C/NC
 - Seaver Core tags in parentheses at the end

Complete the [UAC Curriculum Change Request](#) form through Etrieve. Be sure to read the important submission instructions below.

We recommend that you use the following PDF to guide your content for the Etrieve form. It includes instructions, tips, and best practices: [UAC Curriculum Change PDF with Tips](#). The tips are most clearly viewable if you download this PDF and view it in Adobe Acrobat rather than a web browser.

You may wish to compose blocks of text for various questions on your computer and then paste this text into the form. Etrieve should retain a draft as you work, but having longer responses on your computer offers a backup.

Please attach the syllabus to the UAC proposal. (Last year, we asked you not to attach the syllabus, but this year, we have changed the procedure.)

You may also attach a **curriculum map** OR simply reference a curriculum map that is attached to an SAC Program Change or New Program Proposal.

If you are proposing many similar, minor changes, such as renumbering several courses, it may be possible to submit *only one* UAC form for all the changes. In this case, please consult with the chair of SAC (associate dean Kindy De Long).

IMPORTANT SUBMISSION INSTRUCTIONS: Please note that at the end of the form, in the “School Approval Required” section, **mark “No,”** indicating that

the proposal has not yet been approved by SAC. Select “1” and enter the name “Kindy De Long” in the Assoc/Assist Dean field, as below:

SCHOOL APPROVAL REQUIRED

☐ Yes ☒ No Has this proposal been approved by the school's Dean, faculty, or other approving body?

Please select one approval option below

☒ 1. Select the Associate / Assistant Dean for your school to request approval.

Assoc / Assist Dean Name

Kindy De Long - Associate Dean

NetworkID

How to Submit Program Proposals

Changes related to programs (majors, minors, certificates, grad) are accomplished through the [SAC Curriculum Change Form](#).

The SAC electronic form will guide you through the information you need to propose a new program or changes to an existing program, including changes related to Seaver Core categories/tags.

We recommend you consult this [Word document preview of the online form](#), use it to plan your submission before completing the electronic form, and paste your responses into the form.

- Collect/prepare all **supporting documents** for your program proposal. These will generally include:

- Curriculum maps
- Assessment plans
- Other data in support of the proposal

Some proposals for limited changes may not require attachments.

- Combine attachment into one pdf document.
 - [Click here](#) for instructions on how to combine several documents into a single PDF using Adobe Professional. Reach out to your division's ASRS team member should you need technical assistance.
- After submission, should you need to revise your SAC Proposal Form or supporting documents, request a revision link from hannah.nagle@pepperdine.edu.

Questions? Feel free to contact Hannah Nagle.