Curricular Processing Deadlines

(General Catalog, Graduate Bulletin, and IVC Bulletin)

Curricular Proposals

To ensure that the deadline for final catalog copy can be met, a schedule of deadlines for submission of curricular proposals from the colleges to the Office of the Assistant Vice President, Academic Services for university-wide processing has been established. The deadlines rotate each year with each college moving forward to the next deadline date for the following year. The deadlines for submission of proposals for consideration for inclusion in future catalogs and bulletins are as follows:

2010-2011

March 9, 2009	Sciences
March 23, 2009	Professional Studies and Fine Arts
April 6, 2009	Business Education Engineering Health and Human Services IVC
April 20, 2009	Arts and Letters

2011-2012

March 8, 2010	Arts and Letters
March 22, 2010	Sciences
April 5, 2010	Professional Studies and Fine Arts
April 19, 2010	Business Education Engineering Health and Human Services IVC

2012-2013

March 7, 2011	Professional Studies and Fine Arts
March 21, 2011	Arts and Letters
April 4, 2011	Sciences
April 11, 2011	Business Education Engineering Health and Human Services IVC

2013-2014

March 5, 2012	Sciences
March 19, 2012	Professional Studies and Fine Arts
April 2, 2012	Arts and Letters
April 16, 2012	Business Education Engineering Health and Human Services IVC

It is the responsibility of the dean of each college to set deadlines within the college that will allow time for the college review and ensure that the deadline can be met for submission of proposals for the university-wide review.

Even if all goes well with a proposal, at least a year will elapse between the time a proposal is submitted and its appearance in the catalog. New courses may not be offered until they have appeared in the catalog unless, in exceptional instances, approval to do so is obtained in writing from the Office of the Provost.

Minor catalog changes which are of an editorial rather than substantive nature require only the approval of the Assistant Vice President, Academic Services. All other changes require preparation of a formal proposal to be submitted through the appropriate channels.