

Course and Curriculum Proposal Process Timeline

Changes effective for 2012-2013 Academic Year

July 13, 2011	<p>Binders sent via campus mail to Curriculum Binder Coordinators</p> <p>The Office of the Provost provides each department with Curriculum binder(s) containing the following:</p> <ul style="list-style-type: none"> - <i>Directions and Approval sheet</i> - <i>Reminders for Completing the Course/Curriculum Binders</i> - <i>Course Proposal Checklist</i> – to indicate which courses have changes - <i>Course Information – Change/Drop Form</i> – report of current information for each course in the department; record proposed changes in red on these forms - <i>Course Add Proposal</i> – to submit information on new courses - <i>Course Computing Lab and Expendables Fees Form</i> – lists current Departmental Computing and Expendables Fees, including account numbers and fee breakdowns (if applicable); record proposed changes in red on these forms - <i>Course Computing Lab and Expendables Fees for New Courses Form</i> – to submit course fees on new courses - <i>HASS Distribution List Proposal Form</i> – to propose courses for inclusion on the HASS Distribution List - <i>Co-curricular Proposal Form</i> – to propose courses for inclusion on the General Education Co-curricular List - <i>Department Degree Audit</i> – report of current undergraduate degree requirements; proposed changes recorded in red on these forms - <i>Graduate Degree Requirements</i> – report of current graduate degree requirements; record proposed changes in red on these forms
August 29, 2011	Fall Semester begins
September 12, 2011	<i>Departments receive Summer 2012 class schedule worksheets.</i>
October 3, 2011	<i>Summer 2012 class schedule worksheets due in the Registrar's Office by 5:00 PM</i>
October 14, 2011	<i>Summer 2012 class schedule draft to departments for review</i>
October 14, 2011	<p>Course changes and proposals are complete, including notification of changes to courseprop-l@mtu.edu.</p> <p>Degree changes are complete, including notification of changes to courseprop-l@mtu.edu when changes affect other departments.</p> <p>Department Summary Sheet must be complete for the Curriculum Verification meeting.</p>
October 21, 2011	<i>Final changes to Summer 2012 class schedule due in the Registrar's Office by noon</i>
October 21, 2011	Curriculum Verification meeting, 1-3 PM (MUB - Ballroom A2)
October 24, 2011	<i>Summer 2012 class schedule available online</i>
October 28, 2011	<p>All changes and proposals approved by Department Chair are forwarded to Deans for review and approval.</p> <p>- Changes made during the Chair's review would be recorded in red on the original and communicated to the department.</p>
October 27-November 13, 2011	Spring and Summer 2012 Registration
November 4, 2011	<p>All changes and proposals approved by Deans are forwarded to Provost for review and approval.</p> <p>- Proposed graduate level changes reviewed by the Dean of Graduate School and returned to Provost upon approval.</p> <p>- Changes made during the Dean's review would be recorded in red on the original and a copy sent back to all of the academic departments that are impacted.</p>
November 7–December 2, 2011	<p>All course and degree changes and course proposals approved by Provost are forwarded to the Registrar's Office for processing.</p> <p>- Changes made during the Provost review would be made after consulting with the academic department and then recorded in red on the original. A copy of the changes would be sent back to all of the academic departments that are impacted.</p> <p>HASS Distribution/Co-curricular Subcommittee reviews proposals for inclusion on the respective lists.</p> <p>Chief Information Officer review new/changed course computing fees.</p> <p>Assistant to the Provost/Provost review Expendables Fees.</p> <p>All approved Fees and HASS Distribution/Co-curricular List courses are forwarded to Provost for final approval.</p>
December 5-9, 2011	All Fees and HASS Distribution/Co-curricular List courses approved by Provost are forwarded to the Registrar's office for processing.
November 7, 2011 - January 2, 2012	The Registrar's Office enters course changes and new course data as it is received, updates HASS Distribution list and course fees, prepares reports for distribution and website posting.
January 2, 2012	<i>Departments receive class schedule worksheets for 2012-2013</i>
January 9-March 9, 2012	The Registrar's Office updates curriculum requirements and prepares degree audits
January 9, 2012	Spring Semester begins
January 30, 2012	<i>Fall 2012 class schedule worksheets due in the Registrar's Office by noon</i>
January 30, 2012	The Registrar's Office website reflects updated catalog information
February 10, 2012	<i>Fall 2012 class schedule draft to departments for review</i>
February 13, 2012	<i>Spring 2013 class schedule worksheets due in the Registrar's Office by noon</i>
February 17, 2012	<i>Final changes to Fall 2012 class schedule due in the Registrar's Office by noon</i>
February 20, 2012	<i>Fall 2012 Schedule of Classes available online</i>
February 24, 2012	<i>Spring 2013 class schedule draft to departments for review</i>
March 9, 2012	<i>Final changes to Spring 2013 class schedule due in the Registrar's Office by noon</i>
March 12, 2012	<i>Spring 2013 class schedule available online</i>
March 5-9, 2012	Semester Break
March 15-April 1, 2012	Fall 2012 Registration

Dates highlighted in blue are for the curriculum process.