

## Course and Curriculum Proposal Process Timeline Changes effective for 2019-2020 Academic Year

Friday, August 17, 2018	<p><b>Binders delivered to Department Curriculum Binder Coordinators</b></p> <p>The following items will be sent electronically:</p> <ul style="list-style-type: none"> <li>• Checklist</li> <li>• Course Information-change/drop forms</li> <li>• Course Fees Form</li> <li>• Degree Audits (UG and GR)</li> </ul> <p>The following forms will be sent in the binder:</p> <ul style="list-style-type: none"> <li>• Binder Timeline</li> <li>• Directions/Approval Sheet</li> <li>• Active courses not offered in 3 years</li> <li>• General Education Form</li> <li>• Course Lab Fee Annual Budget Sheet</li> </ul>
Wednesday, October 17, 2018	<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>
Monday, October 22, 2018	Curriculum Verification meeting, 1-3 PM (MUB Ballroom A2)
Friday, October 26, 2018	<p>All changes and proposals approved by Department Chair are forwarded to Deans for review and approval.</p> <p>Proposals for General Education courses are due to Gen Ed Council.</p>
Monday, November 5, 2018	<p>All changes and proposals approved by Deans are forwarded to the Registrar's Office for processing.</p> <p>General Education Council reviews proposals for new General Education courses.</p> <p>Course fee budgets due to the Provost.</p>
Monday, November 5 – Friday, December 7, 2018	<p>The Registrar's Office enters course changes and new course data, updates General Education list and course fees, prepares reports for distribution and website posting.</p> <p>The Registrar's Office updates curriculum requirements and prepares degree audits.</p> <p>The Registrar's Office provides curriculum information to the Provost for review and approval.</p>
Thursday, December 6, 2018	General Education Council notifies Registrar's Office of approved General Education courses.
Friday, January 4, 2019	All changes complete.
Monday, January 28, 2019	The Registrar's Office reflects updated course descriptions.

*\*\*All dates subject to adjustment.*