

Course and Curriculum Proposal Process Timeline Changes effective for 2021-2022 Academic Year

<p>Friday, August 14, 2020</p>	<p>Binders delivered to Department Curriculum Binder Coordinators</p> <p>The following items will be sent electronically:</p> <ul style="list-style-type: none"> • Checklist • Course Information-change/drop forms • Course Fees Form • Degree Audits (UG and GR) <p>The following forms will be sent in the binder:</p> <ul style="list-style-type: none"> • Binder Timeline • Directions/Approval Sheet • Active courses not offered in 3 years • General Education Form • Course Lab Fee Annual Budget Sheet
<p>Wednesday, October 14, 2020</p>	<p>Course changes and proposals are complete, and posted to the Department Summary Sheet found here: https://www.mtu.edu/registrar/faculty-staff/course-proposal/</p> <p>Department Summary Sheet must be complete for the Curriculum Verification meeting.</p> <p>Degree changes are complete, including notification of changes to courseprop-l@mtu.edu when changes affect other departments.</p>
<p>Wednesday, October 21, 2020</p>	<p>Curriculum Verification meeting, 1-3 PM (MUB Ballroom A2) Possible virtual meeting - TBD</p>
<p>Friday, October 23, 2020</p>	<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>
<p>Monday, November 2, 2020</p>	<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>
<p>Monday, November 2 – Friday, December 11, 2020</p>	<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>
<p>Thursday, December 3, 2020</p>	<p>General Education Council notifies Registrar's Office of approved General Education courses.</p>
<p>Monday, January 5, 2021</p>	<p>All changes complete.</p>
<p>Monday, January 26, 2021</p>	<p>The Registrar's Office reflects updated course descriptions.</p>

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