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<th>Date</th>
<th>Event Description</th>
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| **Friday, August 14, 2020** | **Binders delivered to Department Curriculum Binder Coordinators**  
  The following items will be sent electronically:  
  - Checklist  
  - Course Information-change/drop forms  
  - Course Fees Form  
  - Degree Audits (UG and GR)  
  The following forms will be sent in the binder:  
  - Binder Timeline  
  - Directions/Approval Sheet  
  - Active courses not offered in 3 years  
  - General Education Form  
  - Course Lab Fee Annual Budget Sheet |
| **Wednesday, October 14, 2020** | Course changes and proposals are complete, and posted to the Department Summary Sheet found here: https://www.mtu.edu/registrar/faculty-staff/course-proposal/  
  Department Summary Sheet must be complete for the Curriculum Verification meeting.  
  Degree changes are complete, including notification of changes to courseprop-l@mtu.edu when changes affect other departments. |
| **Wednesday, October 21, 2020** | Curriculum Verification meeting, 1-3 PM (MUB Ballroom A2) Possible virtual meeting - TBD |
| **Friday, October 23, 2020** | All changes and proposals approved by Department Chair are forwarded to Deans for review and approval.  
  Proposals for General Education courses are due to Gen Ed Council. |
| **Monday, November 2, 2020** | All changes and proposals approved by Deans are forwarded to the Registrar’s Office for processing.  
  General Education Council reviews proposals for new General Education courses.  
  Course fee budgets due to the Provost. |
| **Monday, November 2 – Friday, December 11, 2020** | 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.  
  The Registrar’s Office updates curriculum requirements and prepares degree audits.  
  The Registrar’s Office provides curriculum information to the Provost for review and approval. |
| **Thursday, December 3, 2020** | General Education Council notifies Registrar’s Office of approved General Education courses. |
| **Monday, January 5, 2021** | All changes complete. |
| **Monday, January 26, 2021** | The Registrar’s Office reflects updated course descriptions. |

**All dates subject to adjustment.**