

Course and Curriculum Proposal Process Timeline Changes effective for 2022-2023 Academic Year

Friday, August 13, 2021	<p>Binders will be sent in campus mail on August 23</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 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
Wednesday, October 13, 2021	<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>
Wednesday, October 20, 2021	Curriculum Verification meeting, 1-3 PM (Alumni Lounge).
Friday, October 22, 2021	<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 1, 2021	<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>
Monday, November 1 – Friday, December 10, 2021	<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 2, 2021	General Education Council notifies Registrar's Office of approved General Education courses.
Monday, January 10, 2022	All changes complete.
Monday, January 24, 2022	The Registrar's Office reflects updated course descriptions.

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