# Course and Curriculum Proposal Process Timeline

# Changes are effective for 2026-2027 Academic Year

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| Friday, August 8 and 15Monday, August 18, 2025 | The following items will be sent electronically on August 8:   * Checklist * Course Information-change/drop forms * Course Fees Form   The following items will be sent electronically on August 15:   * Degree Audits (UG and GR)   The following forms will be in the binder sent on August 18:   * Binder Timeline * Directions/Approval Sheet * Active courses not offered in 3 years * Essential Education Form |
| Wednesday, October 15, 2025 | Course changes and proposals are complete, and posted to the Department Summary Sheet found here: <https://www.mtu.edu/registrar/faculty-staff/course-proposal/>  Degree changes are complete, including notification of changes to courseprop-l@mtu.edu when changes affect other departments. |
| Friday, October 17, 2025 | All changes and proposals approved by Department Chair are forwarded to Deans for review and approval.  Proposals for Essential Education are due to Essential Education Steering Committee. |
| Monday, October 27, 2025 | All changes and proposals approved by Deans are forwarded to the Registrar’s Office for processing.  Essential Education Steering Committee reviews proposals for new Essential Education courses. |
| Monday, October 27–  Friday, December 5, 2025 | The Registrar’s Office enters course changes and new course data, updates Essential Education list and course fees, prepares reports for distribution and website posting.  The Registrar’s Office provides curriculum information to the provost for review and approval. |
| Friday, November 21, 2025 | 2026 Degree Audits due to Degree Services and the Graduate School |
| Friday, December 5, 2025 | Essential Education Steering Committee notifies Registrar’s Office of approved Essential Education courses. |
| Monday, January 12, 2026 | The Registrar’s Office updates curriculum requirements and prepares degree audits. |
| Monday, January 12, 2026 | All changes complete. |
| Monday, January 19, 2026 | The Registrar’s Office reflects updated course descriptions. |

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