AY 16-17 Curriculum Submission Schedule

PROGRAMS

For the implementation of any NEW* programs and in order for updates to be made to Banner, Scribe, Catalog, DW all materials must be submitted by:

November 4, 2016 (UG) November 9, 2016 (GR) for use in the University catalog in Fall 2017
June 1, 2017 for use in University catalog in Spring 2018

NOTE: New programs can be developed throughout the calendar year and are effective once approved at the State. The date of State approval will determine the catalog in which they appear.

For program ALTERATIONS, all materials must be submitted by

November 4, 2016 (UG) November 9, 2016 (GR) for use in the University catalog for Fall 2017

COURSES

For new courses and alterations to existing courses

November 1, 2016 for use in the schedule for Fall 2017
June 1, 2017 for use in schedule for Spring 2018

The following changes constitute course ALTERATIONS:
Course number
Semester hours
Contact/Activity hours
Corequisite
*Prerequisites

*NOTE: Departments requesting large scale prerequisite changes must notify the Office of the Provost prior to submission. In such cases the Provost’s Office will request the Registrar’s Office provide an Excel spreadsheet of existing courses the department. The department is responsible for completing the requested changes on the Excel file provided. Effective dates for these batch prerequisite changes are still subject to the timetable listed above.

At times requests are made for one-off administrative changes to courses. When not part of a larger course alteration, the following may be considered ADMINISTRATIVE CHANGES provided they do not change the context of the course.

Title/Abbreviated Title
Max Repeat
Capacity
Cross-List
Removal of Prerequisite
Description

These Administrative Changes must be submitted via email to the Office of the Provost and will be approved on a case by case basis. They become effective the following term after submission.