

To: All Faculty
From: ASCRC and Graduate Council
Date: April 9, 2021
Re: Deadline for Curriculum Proposals, Fall 2021

The Faculty Senate fall curriculum deadline is **Friday, September 24, 2021 (May 28th for Request to Plans)**. **The spring review is primarily for program level changes.** Course change requests must be approved by the first Faculty Senate meeting of the spring semester 2021 to be included in fall 2022 catalog and course schedule. Requests approved by the Faculty Senate after the first spring meeting will be delayed until the following academic year and catalog. See [Effective Date of Approved Curriculum Forms \(201.60\)](#) and [Procedure 201.00](#). All submitted forms must be complete with the department chair's approval, the dean's approval, as well as approval(s) of the chair(s) of any other affected programs. Late proposals will not be accepted.

Submission: The following are submitted in the fall for review.

Type of Change	Form Location	Notes
Level I and II Changes: Creating new, retitling, eliminating, or merging certificates, options, minors or degrees Request to Plan: Required for new programs or changes to units	Coursedog Instructions and Resources: <ul style="list-style-type: none"> • Curriculum Approval Process website • Curriculum Approval Handbook. 	Require advanced planning; contact Hadley Jackson to identify the type of change you wish to make. Requests to Plan are due by May 28 for the September BOR meeting. The deadline for Provost's Office review is September 13 . Your Dean may set an earlier deadline for internal review.
New Courses, Changes to existing courses, and Course Deletions	e-Curr Form *Currently transitioning to Coursedog, apologies for the variety of programs and forms	Accessed with the proposer's NetID. Proposer responsible for making sure the electronic approvals are complete by the deadline. Check the CCN listing for available course numbers and potential equivalent courses.
New and Provisional General Education Courses	Coursedog Assessment questions are to comply with NWCCU Accreditation standards.	Rolling Review of Language, Language exemptions and Ethics & Human Values courses are due. Assessment reports are due for provisional H, L, N, X, Y, and Math courses
New and Provisional Writing Courses	Coursedog Assessment questions are to comply with NWCCU Accreditation standards.	Rolling Review of Professional Schools Writing Courses. Assessment reports due for LIT, WRIT and Fine Arts provisional courses taught last semester.
Changes to program requirements	Program Modification Form Submit an electronic Word or PDF file appropriately labeled to Camie Foes *May transition to Coursedog	Some changes can be made during catalog review in the spring. See Procedure 201.3.3 Paper copies are not required if all necessary signatures have been scanned or inserted in the electronic copy
New Service Learning Courses	Coursedog	See Procedure 201.85
Program Move	Program Move Form	Used to process moving a unit's administrative structure

Please contact the Faculty Senate Administrative Associate [Camie Foes](#) if you have any questions.

