

**CASE & University Curriculum Committee
2017-2018**

Curriculum Bulletins & Forms are available [online](#).

Bulletin	SUBMISSION DUE TO THE CASE DEAN'S OFFICE (Wednesday)	CASE CURRICULUM COMMITTEE MEETING (Friday)	SUBMISSION DATE TO UNIVERSITY CURRICULUM COMMITTEE	BULLETIN PUBLICATION DATE (Tue)	HEARING SCHEDULED (Fri)	FACULTY SENATE ACTION DATE (Tue) MMC	TERM THAT CURRICULUM PROPOSALS ARE TO BE EFFECTIVE	TERM THAT COURSES ARE TO BE EFFECTIVE
#1*	September 13, 2017	September 22, 2017	October 4, 2017	October 17, 2017	November 3, 2017	November 28, 2017	Fall 2018	Next New Registration Cycle after return of course from State-Wide Common Course Numbering System (Approximately 3-5 months after Faculty Senate approval)
#2*	October 18, 2017	October 27, 2017	November 8, 2017	November 21, 2017	December 1, 2017	January 16, 2018	Fall 2018	
#3*	November 22, 2017	December 1, 2017	December 13, 2017	January 16, 2018	January 26, 2018	February 13, 2018	Fall 2018	
#4	December 27, 2017	January 5, 2018	January 10, 2018	January 30, 2018	February 16, 2018	March 6, 2018	Spring 2019	
#5	February 7, 2018	February 16, 2018	February 28, 2018	March 13, 2018	March 23, 2018	April 10, 2018	Spring 2019	
#6	March 14, 2018	March 23, 2018	April 4, 2018	April 17, 2018	No Hearings	June 12, 2018	Spring 2019	

ADDITIONAL INFORMATION---PLEASE NOTE

*Bulletin #3 is the deadline for materials to be submitted and approved for inclusion in the 2018-19 catalogs and the 2018-19 undergraduate Major Maps.

COURSE PROPOSALS:

Changes to a course prefix, number, credit hours, title description, or prerequisite, **must** have a current syllabus attached to justify the change. New course proposals **must** be submitted with a proposed syllabus which includes learning outcomes, major topics & textbooks. Experimental courses **must** be submitted to Jessica Moro in the Registrar's Office and will not be repeated as experimental unless there are extenuating circumstances, e.g., a permanent number for the previously submitted and approved non-experimental course has not been received.

ALL OTHER PROPOSALS:

Proposals **MUST** include a completed proposal checklist available from the curriculum forms page on the Faculty Senate webpage. **Please note the faculty contact submitting the proposal MUST be present at the hearing for the respective bulletin, if applicable.** The listing of applicable hearings and respective additional parties required are as follows: Joint Hearings is defined as Undergraduate Council & University Curriculum Committee and/or Graduate Council & University Curriculum Committee. The proposals that require joint hearings are: NEW Undergraduate Degree Programs, NEW Majors, NEW Tracks, NEW Graduate Degree Programs. NEW Undergraduate Minors only require the presence of Undergraduate Council. NEW Certificate programs, CHANGES to any program/major/track, etc., and Course Proposals do not require a hearing.

REMINDER: The Curriculum Committee, Undergraduate and Graduate Councils do not meet during the summer. All new tracks, certificates, new degree proposals and graduate unit specific admission standards must be received in time for Bulletin #5 (see above) or they will be postponed until the first bulletin, Fall 2018. Curriculum information, check-lists and signature sheets may be found [online](#).

Please call the Faculty Senate Office, 305-348-2141, if you have questions.