

**CASE & University Curriculum Committee
2018-2019**

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 19, 2018	September 28, 2018	October 3, 2018	October 16, 2018	November 2, 2018	November 27, 2018	Fall 2019	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 24, 2018	November 2, 2018	November 7, 2018	November 20, 2018	November 30, 2018	January 15, 2019	Fall 2019	
#3*	November 28, 2018	December 7, 2018	December 12, 2018	January 15, 2019	January 25, 2019	February 5, 2019	Fall 2019	
#4	January 2, 2019	January 11, 2019	January 16, 2019	January 29, 2019	February 16, 2019	February 26, 2019	Spring 2020	
#5	February 13, 2019	February 22, 2019	February 27, 2019	March 19, 2019	March 23, 2019	April 16, 2019	Spring 2020	
#6	March 20, 2019	March 29, 2019	April 3, 2019	April 16, 2019	No Hearings	June 11, 2019	Spring 2020	

ADDITIONAL INFORMATION---PLEASE NOTE

*Bulletin #3 is the deadline for materials to be submitted and approved for inclusion in the 2019-20 catalogs and the 2019-20 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 2020. Curriculum information, check-lists and signature sheets may be found [online](#).

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