

TIMELINES FOR UNDERGRADUATE CURRICULUM MEETING

FALL SCHEDULE

2nd TUESDAY - SEPTEMBER MEETING (Screening Committee Schedule)		2nd TUESDAY - OCTOBER MEETING (Screening Committee Schedule)		2nd TUESDAY- NOVEMBER MEETING (Screening Committee Schedule)	
1st Tuesday September	Submit to Academic Affairs (electronic and physical copy)	1st Tuesday October	Submit to Academic Affairs (electronic and physical copy)	1st Tuesday November	Submit to Academic Affairs (electronic and physical copy)
24 Hours	AA - submit to the Screening Committee Chair (electronically)	24 Hours	AA - submit to the Screening Committee Chair (electronically)	24 Hours	AA - submit to the Screening Committee Chair (electronically)
24 Hours	Screening Chair Submit to the Screening Committee for preview	24 Hours	Screening Chair Submit to the Screening Committee for preview	24 Hours	Screening Chair Submit to the Screening Committee for preview
2nd Tuesday September	Screening Committee meets to make recommendations	2nd Tuesday October	Screening Committee meets to make recommendations	2nd Tuesday November	Screening Committee meets to make recommendations
48 Hours	Screening Committee sends initiator correspondence of recommendations	48 Hours	Screening Committee sends initiator correspondence of recommendations	48 Hours	Screening Committee sends initiator correspondence of recommendations
72 Hours	IF APPLICABLE: Initiators who had “approvals with conditions” will submit changes to the Screening Chair.	72 Hours	IF APPLICABLE: Initiators who had “approvals with conditions” will submit changes to the Screening Chair.	72 Hours	IF APPLICABLE: Initiators who had “approvals with conditions” will submit changes to the Screening Chair.
4th Tuesday September	The full Undergraduate Curriculum Committee meets to make final decision on the proposals	4th Tuesday October	The full Undergraduate Curriculum Committee meets to make final decision on the proposals	4th Tuesday September	The full Undergraduate Curriculum Committee meets to make final decision on the proposals
48 Hours	Undergraduate Curriculum Chair submits signed copies to Academic Affairs	48 Hours	Undergraduate Curriculum Chair submits signed copies to Academic Affairs	48 Hours	Undergraduate Curriculum Chair submits signed copies to Academic Affairs

SPRING SCHEDULE

2 nd TUESDAY – FEBRUARY MEETING (Screening Committee Schedule)		2 nd TUESDAY – MARCH MEETING (Screening Committee Schedule)		2 nd TUESDAY- APRIL MEETING (Screening Committee Schedule)	
1st Tuesday February	Submit to Academic Affairs (electronic and physical copy)	1st Tuesday October	Submit to Academic Affairs (electronic and physical copy)	1st Tuesday February	Submit to Academic Affairs (electronic and physical copy)
24 Hours	AA - submit to the Screening Committee Chair (electronically)	24 Hours	AA - submit to the Screening Committee Chair (electronically)	24 Hours	AA - submit to the Screening Committee Chair (electronically)
24 Hours	Screening Chair Submit to the Screening Committee for preview	24 Hours	Screening Chair Submit to the Screening Committee for preview	24 Hours	Screening Chair Submit to the Screening Committee for preview
2nd Tuesday February	Screening Committee meets to make recommendations	2nd Tuesday October	Screening Committee meets to make recommendations	2nd Tuesday February	Screening Committee meets to make recommendations
48 Hours	Screening Committee sends initiator correspondence of recommendations	48 Hours	Screening Committee sends initiator correspondence of recommendations	48 Hours	Screening Committee sends initiator correspondence of recommendations
72 Hours	IF APPLICABLE: Initiators who had “approvals with conditions” will submit changes to the Screening Chair.	72 Hours	IF APPLICABLE: Initiators who had “approvals with conditions” will submit changes to the Screening Chair.	72 Hours	IF APPLICABLE: Initiators who had “approvals with conditions” will submit changes to the Screening Chair.
4th Tuesday February	The full Undergraduate Curriculum Committee meets to make final decision on the proposals	4th Tuesday March	The full Undergraduate Curriculum Committee meets to make final decision on the proposals	4th Tuesday April	The full Undergraduate Curriculum Committee meets to make final decision on the proposals
48 Hours	Undergraduate Curriculum Chair submits signed copies to Academic Affairs	48 Hours	Undergraduate Curriculum Chair submits signed copies to Academic Affairs	48 Hours	Undergraduate Curriculum Chair submits signed copies to Academic Affairs