

Curriculum Proposal Timelines for Academic Year 2019-20

Exceptions for the Fall 2020 Catalog. **Exceptions may be submitted by October 4, 2019**, and will be reviewed and approved by College Curriculum & Assessment Committees during the Fall 2019 semester. Exceptions for the Fall 2020 Catalog include the following:

- New Plans (Degree Programs, Minors, Certificates) approved through the Academic Planning Framework.
- Any course additions to New Plans that were approved for the Fall 2019 Catalog.
- Changes required by accrediting bodies during AY2019-20 (evidence from the accreditor must be provided).
- Changes to the catalog that DO NOT IMPACT the AY20-21 schedule of classes (such as catalog verbiage for Admissions criteria, submission of Purpose Statements and Learning Outcomes). The catalog staff will work closely with schedule of classes staff to ensure changes do not impact the AY20-21 schedule of classes. Contact Melinda.Treml@nau.edu for such requests.

Proposal Due Dates and College Approval Periods

		Review Period 1	Liberal Studies Diversity	Review Period 2	Review Period 3
		<i>1. <u>Exceptions</u> for the Fall 2020 Catalog; 2. Proposals for the Fall 2021 Catalog;</i>	<i><u>Deadline</u> for Liberal Studies &/or Diversity Designation Proposals for the Fall 2021 Catalog</i>	<i>Proposals for the Fall 2021 Catalog</i>	<i>Proposals for the Fall 2021 Catalog</i>
Prior to Due Date	Approval of Proposals by Academic Unit- Academic Unit approval must occur before the proposal due date	<i>Prior to 10/4/2019</i>	<i>11/1/2019</i>	<i>Prior to 12/13/2019</i>	<i>Prior to 2/21/2020</i>
Friday	Proposals Due w/ Academic Unit Leader e-mail confirmation, submitted to Curriculum Process Assoc.	10/4/2019	11/1/2019	12/13/2019	2/21/2020
2 weeks	REVIEW OF PROPOSALS <i>College Committees; Associate Deans; Advisors; Catalog Staff; Marketing; Institutional Research; Registrar's Office; Admissions</i>	10/14/2019 - 10/25/2019	<i>Reviewed by Diversity Curriculum Committee (if applicable), then by Liberal Studies Committee for February 21 deadline for review by College Committees during Review Period 3</i>	1/13/2020 – 1/24/2020	3/10/2019 – 3/27/2019
1 week	COLLEGE MEETINGS FOR REVIEW OF PROPOSALS	10/28/2019 - 11/1/2019		1/27/2020 – 1/31/2020	3/30/2020 – 4/3/2020
1 or 2 weeks	PROPOSAL REVISIONS <i>Academic Unit Faculty</i>	11/6/2019 – 11/20/2019		2/5/2020 – 2/12/2020	4/8/2020 – 4/22/2020
1 week	VOTE ON PROPOSALS <i>College Committees</i>	12/2/2019 – 12/6/2019		2/17/2020 - 2/21/2020	4/27/2020 – 5/1/2020
1 week	Finalize Approvals	12/9/2019 – 12/12/2019		2/24/2020 – 2/28/2020	5/4/2020 – 5/8/2020
Friday	Communication of Approvals	12/21/2019	3/14/2020	5/18/2020	

Proposal Due Dates and College Approval Periods

Action	~Time-frame	Dates for AY2019-20
Review Period 1		
Approval of Proposals by Academic Unit- Internal Academic Unit-specific processes;		<i>Prior to 10/4/2019</i>
<u>Deadline for Review Period 1: Exceptions for the Fall 2020 Catalog & Proposals for the Fall 2021 Catalog;</u> Proposals Due w/ Academic Unit Leader e-mail confirmation, submitted to Curriculum Process Associate.		Friday 10/4/2019
REVIEW OF PROPOSALS <i>College Committees; Associate Deans; Advisors; Catalog Staff; Marketing; Institutional Research; Registrar's Office; Admissions</i>	2 weeks	10/14/2019 - 10/25/2019
COLLEGE Mtgs FOR REVIEW OF PROPOSALS <i>Feedback given to Academic Unit Faculty</i>	1 week	10/28/2019 - 11/1/2019
PROPOSAL REVISIONS <i>Academic Unit Faculty</i>	2 weeks	11/6/2018 – 11/20/2019
VOTE ON PROPOSALS <i>College Committees</i>	1 week	12/2/2019 – 12/6/2019
Liberal Studies and Diversity Final Deadline		
<u>Deadline for Liberal Studies &/or Diversity Designation Proposals for the Fall 2021 Catalog</u> Proposals Due w/ Academic Unit Leader e-mail confirmation, submitted to Curriculum Process Associate.		11/1/2019
Review Period 2		
Approval of Proposals by Academic Unit- Internal Academic Unit-specific processes;		<i>Prior to 12/13/2019</i>
<u>Deadline for Review Period 2: Proposals for the Fall 2021 Catalog</u> Proposals Due w/ Academic Unit Leader e-mail confirmation, submitted to Curriculum Process Associate.		Friday 12/13/2019
REVIEW OF PROPOSALS <i>College Committees; Associate Deans; Advisors; Catalog Staff; Marketing; Institutional Research; Registrar's Office; Admissions</i>	2 weeks	1/13/2020 – 1/24/2020
COLLEGE Mtgs FOR REVIEW OF PROPOSALS <i>Feedback given to Academic Unit Faculty</i>	1 week	1/27/2020 – 1/31/2020
PROPOSAL REVISIONS <i>Academic Unit Faculty</i>	1 week	2/5/2020 – 2/12/2020
VOTE ON PROPOSALS <i>College Committees</i>	1 week	2/17/2020 - 2/21/2020
Review Period 3		
Approval of Proposals by Academic Unit- Internal Academic Unit-specific processes;		<i>Prior to 2/21/2020</i>
<u>Deadline for Review Period 3: Proposals for the Fall 2021 Catalog</u> <i>(Review of Liberal Studies & Diversity Proposals is Complete)</i> Proposals Due w/ Academic Unit Leader e-mail confirmation, submitted to Curriculum Process Associate.		Friday 2/21/2020
REVIEW OF PROPOSALS <i>College Committees; Associate Deans; Advisors; Catalog Staff; Marketing; Institutional Research; Registrar's Office; Admissions</i>	2 weeks	3/10/2019 – 3/27/2019
COLLEGE MTGS FOR REVIEW OF PROPOSALS <i>Feedback given to Academic Unit Faculty</i>	1 week	3/30/2020 – 4/3/2020
PROPOSAL REVISIONS <i>Academic Unit Faculty</i>	2 weeks	4/8/2020 – 4/22/2020
VOTE ON PROPOSALS <i>College Committees</i>	1 week	4/27/2020 – 5/1/2020