

Approval Timetable

The timetable for the annual curriculum cycle is presented in table below. Both pathways begin and end at the same time, but the Substantive Pathway has additional steps and may require BOR approval.

Substantive Pathway, UCC & GCC Review	
Date	Action
Fall & Spring semesters	Internal departmental planning and preparation can be carried out from September until the curriculum package is ready for submission (no later than July 25).
Fall or Spring Semester	Submissions of BOR form prior to on-campus review. This step takes several months so contact the Associate Provost for Academic Affairs as early as possible for assistance in developing and submitting forms.
Prior to March 15	Department heads consult with deans about upcoming curricular plans, budget implications, and whether proposals are appropriate for the editorial or substantive approval pathway.
March 15	Leepfrog opens for entry. Departments can enter packages at any time from March 15 – July 25.
Spring - Summer	Departments send consultations as needed and upload responses by July 25.
July 25	Leepfrog closes for departmental access & deadline for head approval
August 1	Deadline for Department Head approval of curriculum in Leepfrog, including referral of Editorial proposals to the Substantive Pathway
August 2	Summary of all curriculum changes posted on curriculum website for campus review
August 15	Deans approve Substantive proposals to go to UCC/GCC. Heads should have already had informal conversations with deans so they are aware of proposed changes.
1st week Sept-1st week Oct	UCC/GCC reviews Substantive Pathway proposals. Detailed schedules will be sent out ahead of time.
Oct - Nov	Docket proposals with Faculty Senate
Oct-Dec	Registrar's Office entry. Consults with the department, dean, UCC/GCC as needed if questions arise.
Jan-Feb	Departments review catalog drafts
March 1	Catalog is published

APPROVAL TIMETABLE, Continued

Editorial Pathway, Departmental/Dean review	
Date	Action
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Prior to March 15	Department heads consult with deans about upcoming curricular plans, budget implications, and whether proposals are appropriate for the editorial or substantive approval pathway.
March 15	Leepfrog opens for entry. Departments can enter packages at any time from March 15 - July 25.
Spring - Summer	Departments send consultations as needed and upload responses by July 25.
July 25	Leepfrog closes for departmental access & deadline for head approval
August 1	Deadline for Department Head approval of curriculum in Leepfrog, including referral of Editorial proposals to the Substantive Pathway
August 2	Summary of all curriculum changes posted on curriculum website for campus review
August 15	Deadline for Deans' approval of Editorial changes, or referral to Substantive pathway (deans do not have to wait for the deadline to make approvals). Also the deadline for the Registrar's Office to refer to Substantive Pathway. Those proposals referred to UCC will be reviewed during the final scheduled meeting
Oct - Nov	Docket proposals with Faculty Senate
Oct-Dec	Registrar's Office entry. Consults with the department, dean, UCC/GCC as needed if questions arise.
Jan-Feb	Departments review catalog drafts
March 1	Catalog is published