Ongoing Curriculum Cycle

From start to effective: ~20 months

Sept – Feb: Dept develops curriculum proposals on forms found on Provost’s website and do consultations. LAC proposals vetted at LACC.

Oct – Jan: Curriculum Summary Form to Dean by Jan 15 for budget review.

Sept-Nov: Faculty Senate review

Oct: UCC/GCCC/Grad Council continue to review.

Late August: UCC/GCCC meetings begin with review process of new programs and associated courses.

July: Revisions of rejected proposals or add’l consultations, if required

June 30: All college-approved proposals are due to the UCC/GCCC. Dean clicks Approve in Leepfrog to forward.

Sept-Nov: Faculty Senate review

Dec-Jan: Registrar course entry in SIS

Jan 15: Dept Department sends Curriculum Summary Form with budget implications to their Dean for budget review.

Jan: Catalog proofing.

Jan - Feb 15: Signed Curriculum Summary Forms due from Dean to Provost’s Office.

Feb 1: New Catalog published, effective in May.

Feb 15: Leepfrog available for proposal entry by departments

March 15 OR date set by College Senate: Deadline for Departments to have proposals uploaded into Leepfrog to be reviewed by College Senates

March - April: College review continues. College Senate Chair submits approvals into Leepfrog by May 1

May term: Catalog published in Feb goes into effect.

May 15: College Senate comments entered into Leepfrog to provide context for UCC/GCCC review.