

**Curriculum Timetable/Deadlines for Fall 2016 through curriculum cycles for 2017-18 Catalog, 2018-19 Catalog**

Timetable/Deadline	Activity	Unit(s) Involved
September 2016 through February 15, 2017 (2018-19)	Departments prepare curriculum documents on standard forms and consult with relevant bodies using standard forms Consult-General, Consult-Lib, Consult-T.Ed in preparation for entry into Leapfrog. Any changes to the Liberal Arts Core or to an LAC course must be vetted through the LACC using Consult-LACC. Departments must also prepare Curriculum Summary Form which summarizes proposed changes (indicating whether proposals are substantial or editorial) and budgetary implications. (See <a href="http://www.uni.edu/provost/curriculum-review/uccforms">http://www.uni.edu/provost/curriculum-review/uccforms</a> for forms.)	Departments, LACC, Teacher Education Senates, Library
August – October 2016 (2017-18)	Review all college-approved proposals and forward them to Faculty Senate	UCC/GCCC/Graduate Council
October 2016 – December 15, 2016 (2018-19)	Department sends Curriculum Summary Form proposal listing all changes including all budget implications to the Dean for budget review	Departments
November 2016 (2017-18)	Approval by Faculty Senate of curriculum proposals for Catalog years 2017-2018	Faculty Senate
December 2016 – February 2017 (2017-18)	Registrar enters course changes, drops and adds into PeopleSoft (SIS) for generating the upcoming Summer and Fall Schedule of Classes information. University-wide proposals needing Board of Regents review/approval are sent to BOR by Provost Office	Registrar & Provost's Office
December 15, 2016 – February 15, 2017 (2018-19)	Dean sends approved Curriculum Summary Form to department and department head sends to Provost Office & College Senate Chair by February 15, 2016	College Dean, Department Head
January - February 2017 (2017-18)	Catalog finalized/proof copy sent and returned from departments/clean-up	Registrar & Departments
February 2017 (2017-18)	2017-18 Catalog published <b>if all BOR approvals have been completed</b> , effective May 2017	Registrar
February 15, 2017 (2018-19)	"Nextcatalog" for 2018-19 catalog available for entry (Leapfrog)	Registrar
February 15 – March 15, 2017 (2018-19)	Can enter curriculum proposals into Leapfrog and MUST attach consultations for submission. Department Head approves proposals in Leapfrog to move workflow to College Senate Chair.	Departments
March 15, 2017 OR Date set by College Senate (2018-19)	Departments to have proposals uploaded into Leapfrog to go forward to College Senate chairs by March 15 OR by date set by individual Senates.	Departments

March 15 – May 1, 2017 (2018-19)	College Senates and curricular bodies review department-approved proposals. <b>ONLY under specific circumstances</b> , proposals may be reviewed prior to being entered in Leapfrog (hard copy forms) if forms in Leapfrog are not available to complete and review.	Colleges
By May 1, 2017 (2018-19)	College Senates and curriculum bodies approve appropriate proposals in Leapfrog.	Colleges
By May 15, 2017 (2018-19)	College Senate Chair comments entered on each departmental Curriculum Summary Form to help guide the next level of review. Comments include the list of editorial and substantive proposals along with any information deemed to be useful. The Curriculum Summary Form, with comments, sent to Dean and Provost's Office.	College Senate Chair
By June 1, 2017 (2018-19)	College Dean approval	College Dean
By June 30, 2017 (2018-19)	All college-approved proposals are <b>due to the UCC and GCCC</b> approved by the College Senates, budgets approved by College Dean and all Form A documentation to the Provost's Office	College Senate Chair, College Dean
August – October 2017 (2018-19)	Review all college-approved proposals and forward them to Faculty Senate	UCC/GCCC/Graduate Council
September 2017 through February 15, 2018 (2019-20)	<b>New curriculum cycle begins – see the beginning of the chart for overview of process</b>	Departments, LACC, Teacher Education Senates, Library, Dean
November 2017 (2018-19)	Approval by Faculty Senate of Curriculum proposals for Catalog year 2017-2018	Faculty Senate
December 2017 – January 2018 (2018-19)	Registrar enters course changes, drops and adds into PeopleSoft (SIS) for generating the upcoming Summer and Fall Schedule of Classes information.	Registrar & Provost's Office
January – February 2017 (2018-19)	University-wide proposals needing Board of Regents review/approval are sent to BOR by Provost Office	Registrar & Departments
February 2017 (2017-18)	Catalog finalized/proof copy sent and returned from departments/clean-up	Registrar
February 2017 (2017-18)	2018-19 Catalog published <b>if all BOR approvals have been completed, effective May 2017</b>	Registrar