


## CURRICULUM DATES FOR 2019-2020

The submission dates listed below are for curriculum (undergraduate & graduate) that have been approved in Curriculog by College Curriculum Committees and approved by the Department Chair and the Dean of the College. **Proposals must be at the University Curriculum Approval Step by the Submission Deadline Date.**

**You are responsible for making sure that your proposals get approved in Curriculog.**

All proposal types (e.g. Program, Course, and General Education) must be submitted using the **Curriculog System**. See Curriculog for the types of proposals available. Contact the Faculty Senate Office for further information on curriculum submissions at x6233 or email your questions to [curriculum@weber.edu](mailto:curriculum@weber.edu)

Submission Deadline Monday	Curriculum Meeting Tuesday	Agenda Setting Thursday	Faculty Senate Thursday
<b>Submission date is Monday</b>		5-Sep-19	12-Sep-19
9/09/2019	17-Sep-19	3-Oct-19	10-Oct-19
9/30/2019	15-Oct-19	7-Nov-19	14-Nov-19
11/4/2019	12-Nov-19	21-Nov-19	5-Dec-19
11/25/2019	3-Dec-19	9-Jan-20	16-Jan-20
1/13/2020	21-Jan-20*	6-Feb-20	13-Feb-20**
2/10/2020	18-Feb-20	27-Feb-20	12-Mar-20
***** SPRING BREAK March 2 – 6, 2020 *****			
3/9/2020	17-Mar-20	2-Apr-20	9-Apr-19

Curricular changes approved at the Curriculum meeting will be reviewed at the following Faculty Senate meeting as outlined in the table above. Please plan to attend both meetings highlighted in blue.

*Curriculum meetings begin at 2:00 pm, in the Moench Room of the Education Building, room 16. **Note the change of meeting day from previous years, it is now held on Tuesdays.***

*Faculty Senate meetings begin at 3:00 pm, in the Smith Lecture Hall, Wattis Building, room 206-207*

For inclusion of course and program proposals in the 2020-2021 University Catalog, items will need to be passed by the Curriculum Committee at the January 21, 2020\* meeting and then passed by the Faculty Senate at the February 13, 2020\*\* meeting.

Approved course changes which do not alter a program will become effective the following semester. This includes elective courses or those with non-substantive changes.

*Once registration begins for a semester, no new courses will be added to the schedule*

**New program proposals at all degree levels** - this may include the addition of a new major or emphasis - must identify new program courses for which fees have been requested and approved. Courses not so identified will be ineligible to propose course fees for 3 years. A new program proposal must be approved by President's Council and Board of Trustees before it can be included in the University Catalog. Allow at least six weeks from the time the proposal is approved by Faculty Senate for it to go through President's Council and Board of Trustees. Additional approval is required from NWCCU before students may be recruited to a new program or financial aid can be given to students enrolled in the program. Another 2 - 3 months is required for NWCCU approval after approval by the Board of Trustees. Proposing a new major or emphasis requires completing a full R401 template uploading it to curriculog. Questions about completing the R401 template should be sent to Eric Amsel in the Provost's office.