

**University Curriculum Committee  
2019-2020**

**Curriculum Bulletins & Forms are available [online](#).**

<b>Bulletin</b>	<b>SUBMISSION DATE TO UNIVERSITY CURRICULUM COMMITTEE (Wed)</b>	<b>BULLETIN PUBLICATION DATE (Tue)</b>	<b>HEARING SCHEDULED (Fri)</b>	<b>FACULTY SENATE ACTION DATE (Tue)</b>	<b>TERM THAT CURRICULUM PROPOSALS ARE TO BE EFFECTIVE</b>	<b>TERM THAT COURSES ARE TO BE EFFECTIVE</b>
#1*	October 2, 2019	<b>October 15, 2019</b>	November 1, 2019	November 26, 2019 MMC	Fall 2020	Next New Registration Cycle after return of course from State-Wide Common Course Numbering System (Approximately 3-5 months after Faculty Senate approval)
#2*	November 6, 2019	<b>November 19, 2019</b>	December 6 2019	January 14, 2020 MMC	Fall 2020	
#3*	December 11, 2019	<b>January 14, 2020</b>	January 24, 2020	February 11, 2020 MMC	Fall 2020	
#4	January 15, 2020	<b>January 28, 2020</b>	February 14, 2020	March 3, 2020 MMC	Spring 2021	
#5	February 19, 2020	<b>March 3, 2020</b>	March 20, 2020	April 7, 2020 MMC	Spring 2021	
#6	April 1, 2020	<b>April 14, 2020</b>	No Hearings	June 9, 2020 MMC	Spring 2021	

**ADDITIONAL INFORMATION---PLEASE NOTE**

\*Bulletin #3 is the deadline for materials to be submitted and approved for inclusion in the 2020-2021 catalogs and the 2020-2021 undergraduate Major Maps.

**COURSE PROPOSALS**

Changes to a course prefix, number, credit hours, title description, or prerequisite, **must have a current syllabus attached to justify the change.**

**New course proposals must be submitted with a proposed syllabus which includes learning outcomes, major topics & textbooks.**

**ALL OTHER PROPOSALS**

Proposals must include a completed proposal checklist available from the Faculty Senate webpage. Please note the faculty contact submitting the proposal must be present at the hearing for the respective bulletin, if applicable. The listing of applicable hearings and respective additional parties required are as follows: Joint Hearings is defined as Undergraduate Council & University Curriculum Committee and/or Graduate Council & University Curriculum Committee. The proposals that require joint hearings are: NEW Undergraduate Degree Programs, NEW Majors, NEW Tracks, NEW Graduate Degree Programs. NEW Undergraduate Minors only require the presence of Undergraduate Council. NEW Certificate programs, CHANGES to any program/major/track, etc., and Course Proposals do not require a hearing.

**Experimental course** proposals follow college/school procedures. Proposal must be signed, including the Dean's signature. Then the proposal **must** be submitted to Jessica Moro in the Registrar's Office. Experimental courses will not be repeated unless there are extenuating circumstances, e.g., a permanent number for the previously submitted and approved non-experimental course has not been received.

**REMINDER:**

The Curriculum Committee, Undergraduate and Graduate Councils do not meet during the summer. All new tracks, certificates, new degree proposals and graduate unit specific admission standards must be received in time for Bulletin #5 (see above) or they will be postponed until the first bulletin, Fall 2021. Curriculum information, check-lists and signature sheets may be found [online](#).

Please call the Faculty Senate Office, 305-348-2141, if you have questions.