

University Curriculum Committee
2023-2024

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

Bulletin	SUBMISSION DATE TO UNIVERSITY CURRICULUM COMMITTEE (Wed)	COMMITTEE PRE-REVIEW MEETING (Fri)	BULLETIN PUBLICATION DATE (Tue)	JOINT HEARING SCHEDULED (Fri)	FACULTY SENATE ACTION DATE (Tue)	TERM THAT CURRICULUM PROPOSALS ARE TO BE EFFECTIVE
#1	SEP 20, 2023	OCT 13, 2023	OCT 17, 2023	NOV 3, 2023	NOV 14, 2023 MMC	Fall 2024
#2	OCT 25, 2023	NOV 17, 2023	NOV 28, 2023	DEC 8, 2023	JAN 23, 2024 MMC	Fall 2024
#3	DEC 6, 2023	JAN 12, 2024	JAN 16, 2024	JAN 26, 2024	FEB 13, 2024 MMC	Fall 2024
#4	JAN 24, 2024	FEB 16, 2024	FEB 20, 2024	MAR 8, 2024	MAR 26, 2024 MMC	Fall 2024
		New Catalog & Curriculum System	Testing in Spring	Implementation in Fall 2024		

ADDITIONAL INFORMATION---PLEASE NOTE

With implementation of a new Catalog and Electronic Curriculum System – the effective date of submissions will be Fall of the following academic year. No Spring effective dates are possible. Bulletin #4 is the deadline for materials to be submitted and approved for inclusion in the 2024-2025 catalogs and the 2024-2025 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, new degree proposals and graduate unit specific admission standards must be received in time for Bulletin #4 or they will be postponed until the first bulletin, Fall 2024. Curriculum information, check-lists and signature sheets may be found [online](#).

Please contact the Faculty Senate Office, Mary Cossio at cossiom@fu.edu or call 305-348-2141, if you have questions.