Course Review Process and Timeline & Undergraduate Catalog Production

PROCESSES:

All processes are involved in the revision of a course. The dates of these meetings and processes must be met in order to have a change made in the next available schedule of classes process and/or catalog revision.

-UGC meets every other Thursday from September – April

-GEP/WI meets

-Faculty Senate meets on the second Tuesday of every month (except January) from 3:30p-5:30p on the 7th floor of the Library

-Creation of Fall Schedule of Classes: December-March; Advanced Registration for Fall begins in March

-Creation of Spring Schedule of Classes: August-October; Advanced Registration for Spring begins in October

-Catalog Revision Process concludes in March to be active for the next academic year, beginning in Fall

STEPS FOR CATALOG REVISION:

1) Submit request to the UGC. Processing request takes 1 week

2) UGC posts the request on their website for the university community to comment; Posting of the request to university community for comments takes 1 week. This is to ensure other departments that may be impacted by the change have ample time to review the proposed changes

3) UGC will review request will following outcomes: 1) approve the request, which will be passed on the GEP/WI Committee (if applicable for review) or 2) return the request to the department for edits and resubmission or 3) deny the request

4) Chair of the UGC will take the minutes from the previous meeting(s) for Faculty Senate Approval. Faculty Senate will: 1) approve or 2) deny minutes

5) Registrar's Office will review minutes from UGC after Faculty Senate approves minutes and make necessary changes based on next active term

CALENDAR:

Advanced Registration: Spring 2013 – 10/29/12   Fall 2013 – 3/?/2013

Requests Made	Requests Posted	UGC Meeting	Faculty Senate Meeting**	Effective for Spring 2013 Schedule	Effective for Fall 2013 Catalog/Schedule	Effective for Spring 2014 Schedule
8/31/12	9/6/12	9/20/12	10/9/12	X	X	x
9/14/12	9/20/12	10/4/12	10/9/12	X	X	x
9/28/12	10/4/12	10/18/12	11/13/12		X	x
10/12/12	10/18/12	11/1/12	11/13/12		X	x
10/26/12	11/1/12	11/15/12	12/11/12		X	x
11/9/12	11/15/12	11/29/12	12/11/12		X	x
1/11/13	1/17/13	1/31/13	2/12/13		X	x
1/25/13	1/31/13	2/14/13	3/12/13		X	x
2/8/13	2/14/13	2/28/13	3/12/13		X	x
2/22/13	2/28/13	3/14/13	4/9/13			x
2/8/13	3/14/13	3/28/13	4/9/13			x
3/22/13	3/28/13	4/11/13	5/14/13			x
4/5/13	4/11/13	4/25/13	5/14/13			x

The GEP and WI Committee is slated to meet: 10/19/12, 11/9/12, 12/14/12 for the fall semester. If course requests include the revision or edit to a GEP and/or WI, the review must approved by this committee before it can move to the Faculty Senate for review and approval Therefore, changes to be effective for the Fall 2013 Catalog/Schedule that involve GEP/WI, the request must be made to the **UGC NO LATER than 10/12/12**.