

## Curriculum Proposal Deadlines for 2026-2027 Catalog January 2025

Type of Curriculum Proposal AY 2026-27	Quarter to be Offered	*Due to Department Chair by	*Due to College Dean by	Due to Registrar	Due to General Education Committee	Due to ADI Committee
New courses & course changes (not affecting a program)	Winter 2026	4/4/25	4/18/25	5/2/25 First Friday in May		
	Spring 2026	8/29/25	9/12/25	9/26/25 Fourth Friday in September		
	Summer 2027	10/17/25	10/31/25	11/14/25 Second Friday in November		
	Fall 2026	12/5/25	12/19/25	1/09/26 Second Friday in January		
Program changes	Fall 2026	12/5/25	12/19/25	1/09/26		
New programs	AY2026-2027	12/5/25	12/19/25	1/09/26		
General Education Proposals	AY2026-2027	9/19/25 ~ Third Friday in September*	9/26/25 ~ Fourth Friday in September*	N/A	10/3/2025 First Friday in October	N/A
Antiracism, Diversity, & Inclusivity (ADI) Proposals	AY2026-2027	Check with department chair	Check with college dean	N/A	N/A	10/3/2025 & 1/09/2026

\*Deadlines to your chair and dean may be earlier. Check with your college for any additional internal deadlines you may need to follow.

\*Dates are reminders as there is nothing hard fixed in the system to move proposals forward to meet the Gen Ed Committee deadline.

### General Procedures

- Curriculum proposals must be submitted using Curriculog. Contact the Curriculog Team for training.
- Submit proposals as early as possible to allow time for corrections to be resolved. Meeting a submission deadline does not guarantee a proposal will meet subsequent deadlines.
- Curriculum submitted with errors **or incomplete approvals may be** returned to the originator.
- Course fee request forms are due 1/30/2026 to Budget & Budget Development.
- For all questions regarding policy and procedure, see CWUP 5-50 [Curriculum Policies](#) and CWUR 2-50 [Curriculum Procedures](#).

### Approval Steps

- Once an originator launches and approves a proposal, it may take a maximum of 15 days at each approval level to move through the process.
  - Teacher Certification adds at least 1 additional approval level (15 days).
  - Graduate proposals can add up to 3 approval levels (45 days).
  - Graduate proposals involving Teacher Certification can add up to 4 approval levels (60 days) .
- Certificates may require Continuing Education approval prior to going to the Registrar level and can add an additional 15 days.

### New Program Proposals and Proposals for Over-Credit Programs

- Originator and Dean, or designee, are required to attend the meeting at which new majors, minors, specializations, certificates, and degree types are reviewed to answer questions. Should an appropriate representative be absent during review, the proposal will be placed on hold by the committee.
- Faculty Senate reviews and approves all new majors, minors, specializations, and certificates; general education changes; and any program changes that exceed credit limitations for the type of degree.
  - Bachelor of Arts (BA) 75 credits.
  - Bachelor of Science (BS) 110 credits.

- The BOT approves all new majors and degree types.
  - BOT requires a five-year budget projection and needs analysis.
  - State Budget & Reporting provides the budget template and assistance, if needed.
- New majors must be reviewed by the Washington State Inter-Institutional Committee on Academic Program Planning (ICAPP) and approved by CWU's regional accreditor, the Northwest Commission on Colleges and Universities (NWCCU).

**Implementation**

- Changes to existing programs and general education requirements will be implemented fall quarter following publication in the official electronic catalog for academic year 2026-2027. CWUP 5-50-090
- After a proposal has received final approval, allow up to two (2) weeks for MyCWU activation and scheduling.

**Contact Information**

	Request	Contact Person	Phone	Email
Faculty Senate General Education Committee	Meeting Dates and Information	Office Assistant Faculty Senate	(509)963-3231	<a href="mailto:senate@cwu.edu">senate@cwu.edu</a>
Faculty Senate Curriculum Committee	General Curriculum	Susan Merrill Administrative Assistant Undergraduate Studies	(509)963-3553	<a href="mailto:FSCurriculumCommittee@cwu.edu">FSCurriculumCommittee@cwu.edu</a>
	Review Questions	Tim Sorey FSCC Chair		<a href="mailto:tim.sorey@cwu.edu">tim.sorey@cwu.edu</a>
Curriculog	General Questions	Mike Gimlin	(509)963-1255	<a href="mailto:michael.gimlin@cwu.edu">michael.gimlin@cwu.edu</a>
	Training	Curriculog Team		<a href="mailto:curriculog@cwu.edu">curriculog@cwu.edu</a>
Graduate Council Graduate Council Curriculum Committee	Meeting Dates and Information	Dawn Anderson Program Support Supervisor Graduate Studies & Research	(509)963-3108	<a href="mailto:dawn.anderson@cwu.edu">dawn.anderson@cwu.edu</a>
Board of Trustees	Meeting Dates and information	Kimberly Dawson Executive Assistant President's Office	(509)963-2159	<a href="mailto:kimberly.dawson@cwu.edu">kimberly.dawson@cwu.edu</a>
Program Assessment	Information NWCCU and ICAPP	Associate Vice President for Academic Affairs	(509)963-1413	<a href="mailto:avp_academicaffairs@cwu.edu">avp_academicaffairs@cwu.edu</a>
Teacher Education	Information	School of Education	(509)963-2661	<a href="mailto:education@cwu.edu">education@cwu.edu</a>
Teacher Certification	Information	School of Education	(509)963-2661	<a href="mailto:teachercertification@cwu.edu">teachercertification@cwu.edu</a>
Course Fees	Information	John Logwood Director Budget & Budget Development	(509)963-2943	<a href="mailto:john.logwood@cwu.edu">john.logwood@cwu.edu</a>
		Sheri Kinnan Academic Finance Manager Budget & Budget Development	(509)963-1802	<a href="mailto:sheri.kinnan@cwu.edu">sheri.kinnan@cwu.edu</a>
New Program Budget Proposal Budget Template	Budget Template	Lisa Plesha Director State Budget & Reporting	(509)963-1347	<a href="mailto:Lisa.Plesha@cwu.edu">Lisa.Plesha@cwu.edu</a>