

## Curriculum Proposal Deadlines for 2025-2026 Catalog January 2024

Type of Curriculum Proposal <b>AY 2025-26</b>	Quarter to be Offered	<b>Due to Registrar</b>	<b>*Due to Department Chair by</b>	<b>*Due to College Dean by</b>	<b>Approval Levels Post Registrar</b>
New courses & course changes (not affecting a program)	Winter 2025	5/3/24	4/5/24	4/19/24	FSCC
	Spring 2025	9/27/24	8/30/24	9/13/24	FSCC
	Summer 2025	11/15/24	10/18/24	11/1/24	FSCC
	Fall 2025	1/10/25	12/6/24	12/20/24	FSCC
Program changes	Fall 2025 AY2025-2026	1/10/25	12/6/24	12/20/24	FSCC Faculty Senate (if over credit)
New programs	AY2025-2026	1/10/25	12/6/24	12/20/24	FSCC Faculty Senate Board of Trustees ICAPP NWCCU
Split into two tables					
		<b>Due to General Education</b>			
General Education Proposals	AY 2025-2026	10/4/2024			
		<b>Due to ADI</b>			
Antiracism, Diversity, & Inclusivity Proposals	AY 2025-2026	10/4/2024 & 1/10/2025			

### 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 1/31/2025 to the Office of the Provost.
- For all questions regarding policy and procedure, see CWUP 5-50 and CWUR 2-50.

### 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)
- \*Deadlines to your chair and dean may be earlier, check with your college for any additional internal deadlines you may need to follow.
- 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.
  - Office of the Provost 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 2025-2026. CWUP 5-50-090
- After a proposal has received final approval, allow up to two (2) weeks for MyCWU activation and scheduling.

**Contact Information**

	<b>Request</b>	<b>Contact Person</b>	<b>Phone</b>	<b>Email</b>
Faculty Senate	Meeting Dates and Information	Janet Shields Administrative Assistant Faculty Senate	(509)963-3232	<a href="mailto:senate@cwu.edu">senate@cwu.edu</a>
General Education Committee				
Faculty Senate Curriculum Committee	General Curriculum	Susan Merrill, Undergraduate Studies	(509)963-1404	<a href="mailto:FSCurriculumCommittee@cwu.edu">FSCurriculumCommittee@cwu.edu</a>
	Review Questions	Ben White FSCC Chair (2023-24)		Benjamin.White@cwu.edu
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	Meeting Dates and Information	Dawn Anderson Program Support Specialist Graduate Studies & Research	(509)963-3108	<a href="mailto:Dawn.Anderson@cwu.edu">Dawn.Anderson@cwu.edu</a>
Graduate Council Curriculum Committee				
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	Provost Office	(509)963-1400	<a href="mailto:Provost@cwu.edu">Provost@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	Provost Office	509)963-1400	<a href="mailto:Provost@cwu.edu">Provost@cwu.edu</a>