

Curriculum Proposal Deadlines for 2024-2025 Catalog January 2023

Type of Curriculum Proposal AY 2024-25	Quarter to be Offered	Due to Registrar	*Due to Department Chair by	*Due to College Dean by	Approval Levels Post Registrar
New courses & course changes (not affecting a program)	Winter 2024	5/8/23	4/7/23	4/24/23	FSCC
	Spring 2024	9/29/23	9/1/23	9/15/23	FSCC
	Summer 2024	11/17/23	10/20/23	11/3/23	FSCC
	Fall 2024	1/05/24	12/8/23	12/22/23	FSCC
Program changes	Fall 2024 AY24-25	1/05/24	12/8/23	12/22/23	FSCC Faculty Senate (if over credit)
New programs	AY2024-2025	1/05/24	12/8/23	12/22/23	FSCC Faculty Senate Board of Trustees ICAPP NWCCU
		Due to General Education			
General Education Proposals	AY 2024-2025	10/6/2023			
		Due to ADI			
Antiracism, Diversity, & Inclusivity Proposals	AY 2024-2025	10/06/2023 & 1/05/2024			

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 1/31/2024 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 2024-2025. 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	Meeting Dates and Information	Janet Shields Administrative Assistant Faculty Senate	(509)963-3231	senate@cwu.edu
General Education Committee				
Faculty Senate Curriculum Committee	General Curriculum	Associate Vice Provost Office	(509)963-1404	FSCurriculumCommittee@cwu.edu
	Review Questions	Jeff Dippmann FSCC Chair (2022-23)		Jeffrey.Dippmann@cwu.edu
Curriculog	General Questions	Mike Gimlin	(509)963-1255	Michael.Gimlin@cwu.edu
	Training	Curriculog Team	---	curriculog@cwu.edu
Graduate Council	Meeting Dates and Information	Dawn Anderson Program Support Specialist Graduate Studies & Research	(509)963-3108	Dawn.Anderson@cwu.edu
Graduate Council Curriculum Committee				
Board of Trustees	Meeting Dates and information	Kimberly Dawson Executive Assistant President’s Office	(509)963-2159	Kimberly.Dawson@cwu.edu
Program Assessment	Information NWCCU and ICAPP	Provost Office	(509)963-1400	Provost@cwu.edu
Teacher Education	Information		(509)963-2661	education@cwu.edu
Teacher Certification	Information	Traci Pantano, Program Coordinator	(509)963-2661	teachercertification@cwu.edu
Course Fees	Information	Provost Office	509)963-1400	Provost@cwu.edu