

Course and Curriculum Proposal Process Timeline Changes effective for 2025-2026 Academic Year

<p>Friday, August 9 and 19, 2024</p>	<p>The following items will be sent electronically on August 9.</p> <ul style="list-style-type: none"> • Checklist • Course Information-change/drop forms • Course Fees Form • Degree Audits (UG and GR) <p>The following forms will be in the binder sent on August 19</p> <ul style="list-style-type: none"> • Binder Timeline • Directions/Approval Sheet • Active courses not offered in 3 years • Essential Education Form
<p>Wednesday, October 16, 2024</p>	<p>Course changes and proposals are complete, and posted to the Department Summary Sheet found here: https://www.mtu.edu/registrar/faculty-staff/course-proposal/</p> <p>Degree changes are complete, including notification of changes to courseprop-l@mtu.edu when changes affect other departments.</p>
<p>Friday, October 18, 2024</p>	<p>All changes and proposals approved by Department Chair are forwarded to Deans for review and approval.</p>
<p>Friday, October 25, 2024</p>	<p>Proposals for Essential Education are due to Essential Education Steering Committee.</p>
<p>Monday, October 28, 2024</p>	<p>All changes and proposals approved by Deans are forwarded to the Registrar's Office for processing.</p> <p>Essential Education Steering Committee reviews proposals for new Essential Education courses.</p>
<p>Monday, October 28– Friday, December 6, 2024</p>	<p>The Registrar's Office enters course changes and new course data, updates Essential Education list and course fees, prepares reports for distribution and website posting.</p> <p>The Registrar's Office provides curriculum information to the Provost for review and approval.</p>
<p>Friday, December 1, 2024</p>	<p>Essential Education Steering Committee notifies Registrar's Office of approved Essential Education courses.</p>
<p>Friday, December 20, 2024</p>	<p>2025 Degree Audits due to Degree Services.</p> <p>The Registrar's Office updates curriculum requirements and prepares degree audits.</p>
<p>Monday, January 6, 2025</p>	<p>All changes complete.</p>
<p>Monday, January 20, 2025</p>	<p>The Registrar's Office reflects updated course descriptions.</p>

****All dates subject to adjustment.**