Academic Planning and Program Development
January 2024

University Curriculum Committee Review/Timeline
Course Deletions and Changes

UCC Review Period
Month: Week III

- The Curriculum Coordinator distributes a consent agenda with all course deletions and course change requests to the University Curriculum Committee (UCC) with a 3-day timeframe to review.
- Ensure curriculum content is reviewed for quality, compliance, and adequate need.

UCC Voting and Notifications
Month: Week IV

- Any concerns must be sent to Curriculum Coordinator by the deadline for the action item to be pulled and placed into voting ballotAn electronic voting ballot is sent via Qualtrics with a given deadline, which serves as the official vote.
- A voting summary and notification is sent with the results. Departments/Colleges will be sent a notification with the voting summary and shared document attached and given a deadline for revisions to be made and submitted to the T:Drive Curriculum folder.

AAC/Provost Notification

- Upon University Curriculum Committee (UCC) review of the course changes and/or deletions, a UCC Action Notification is submitted to the Academic Affairs Councel (AAC) and Provost (4 times a year: Nov./Feb./May/Aug.)

Banner Implementation
vs.
Catalog Degree Program

- Upon University Curriculum Committee (UCC) approval, the requested course deletions and course changes are implemented into Banner, and become available in the Catalog for curriculum plan application, the following Catalog review cycle (UCC approval: June/July/Sept./ Oct./ Nov. 2023 = 2024-2025 Catalog and Jan./Feb/March/April/May 2024 = 2025-2026).

Curriculum submission months: January, February, March, April, May, June, July, September, October, November.