University Curriculum Committee Review/Timeline
New Course Addition

UCC Review Period Month: Week III

- The University Curriculum Committee (UCC) reviews all submitted curriculum requests for curriculum quality, compliance, and adequate need.
- All requested revisions, comments, and/or concerns must be entered into the shared document for all members to access by set deadline.

UCC Voting and Notifications Month: Week IV

- An electronic voting ballot is sent via Qualtrics with a given deadline, this will serve as the official vote.
- A voting summary and notification is sent with the results. Departments/Colleges are 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 compeletion of the University Curriculum Committee (UCC) review of a new course addition proposal, an UCC Action Notification is submitted to the Academic Affairs Council (AAC) and the Provost (4 times a year: Nov./Feb./May/Aug.)

Banner Implementation vs. Catalog Degree Program

- Upon University Curriculum Committee (UCC) approval, a new course addition is added to the course inventory in Banner and to the catalog the month following the curriculum enry point submission (Ex: Submitted Sept. 1st = Banner/Catalog addition = Oct.) and is available to be taught as an elective.
- A course cannot be added to a curriculum plan[2] in the Catalog until the following Catalog review cycle.

    [2]*Changes to curriculum plans in the Catalog are allowed once a year.*

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