

# DEADLINES FOR 2009-2010 CURRICULAR CHANGES

All actions of the University Curriculum Committee are subject to approval by Faculty Council, either through approval of the UCC minutes on their consent agenda or by special action. Some actions require additional approval by the Board of Governors and CCHE. Colleges and departments are strongly encouraged to submit curricular materials as early in the year as possible, to ensure timely consideration by all entities.

NOTE: A **minimum of two (2) weeks processing time** is required for materials going before the University Curriculum Committee. This allows time for checking and distribution of materials to members in a timely manner. **This processing time will be strictly adhered to during the 2009-2010 academic year.**

## Course Deadlines

Deadline Type	Deadlines for Spring Semester Registration 2010	Deadlines for Summer Session Class Schedule 2010	Deadlines for Fall Semester Registration 2010	Deadlines for Spring Semester 2011
<b><i>New Course/Major Changes must be received at the Curriculum &amp; Catalog Office by:</i></b>	09/18/09	10/23/09	02/19/10	09/17/10
<b><i>Minor Changes must be received at Curriculum &amp; Catalog Office by:</i></b>	09/09/09	11/01/09	02/11/10	09/14/10
<b><i>Class Schedule available online:</i></b>	10/02/09	01/08/10	03/05/10	10/01/10
<b><i>Registration Begins:</i></b>	10/26/09	03/23/10	04/05/10	10/25/10

*Minor change lists are published approximately once a month (7-8 times) during the academic year see table below. The minor change lists can be accessed at [http://www.colostate.edu/orgs/ucc/minchange/minorchg\\_main.htm](http://www.colostate.edu/orgs/ucc/minchange/minorchg_main.htm).*

Minor Changes	Due Date	Minor Change List	Earliest Effective Date
<b><i>Must be received at Curriculum &amp; Catalog by:</i></b>	9/9/2009	#1-September	Spring 2010
	10/1/2009	#2-October	Summer 2010
	11/1/2009	#3-November	Summer 2010
	12/1/2009	#4-December	Fall 2010
	2/11/2009	#5-February	Fall 2010
	3/1/2009	#6-March	Spring 2011
	4/1/2009	#7-April	Spring 2011

## Program Deadlines<sup>1</sup>

Deadline Type	Deadlines for Programs Effective Spring 2010	Deadlines for Programs Effective Summer 2010	Deadlines for Programs Effective Fall 2010	Deadlines for Programs Effective Spring 2011 <sup>4</sup>
<b>Programs requiring Final approval through CCHE must be received at the Curriculum &amp; Catalog Office by:<sup>2,3</sup></b>	01/15/09	09/01/09	09/15/09	01/15/10
<b><i>Final program approval through a Faculty Council Special Action or approval through UCC minutes must be received at the Curriculum &amp; Catalog Office by:</i></b>	10/30/09	02/19/10	03/19/10	11/05/10
<b><i>Minor Changes to existing programs must be received at Curriculum &amp; Catalog Office by:</i></b>	11/01/09	03/1/10	04/01/10	04/01/10
<b><i>Faculty Council Consideration Date</i></b>	12/01/09	04/06/10	05/04/10	12/07/10

<sup>1</sup>Graduate programs need at least 1 month lead time for CoSRGE review and approval before UCC consideration.

<sup>2</sup>New program proposals need between 6 months to 1 year lead time to allow for all channels of approval. The Routing Path for programs and degree changes can be accessed at:

<http://facultycouncil.colostate.edu/files/RoutingPathsProgramDegreeChanges2007.pdf>

<sup>3</sup>See the New Program Planning Proposal link on the <http://www.colostate.edu/Orgs/ucc/> website

<sup>4</sup> Because classes for Fall Semester 2011 begin on August 22, and because college curriculum committees and the UCC do not meet during the summer, the approval process (including UCC) should be completed prior to the end of the spring 2011 term. The tentative last scheduled UCC meeting for 2010-2011 will be May 6, 2011, and the first meeting (tentative) for 2010-2011 will be August 27, 2010.