

Planning Timetable for Approval and Submission of Curriculum Changes*

The table below gives the timeline for submitting program proposals according the semester of planned program implementation. Proposals for new or revised undergraduate and graduate programs typically originate at the department level. Conferences with the appropriate academic deans(s) and the department chair(s) should precede formal proposal development. If the program change includes distance education or off-campus courses then the Center for Teaching and Learning must also be consulted.

Review the following policies before initiating curriculum changes: Curriculum Reviews, Modifications and Approvals (5.7) and Substantive Change (4.10).

Planned Implementation Date	Submission Deadline for University Curriculum Committee	University Curriculum Committee Approval	SACS Notification Sent**	Board of Regents Agenda	Coordinating Board Notification	SACS Substantive Change Prospectus Submitted**
Fall Semester	December 15 of Prior Year	January 25 of Same Year	February 1 of Same Year	April Meeting of Same Year	April of Same Year	May 1 of Same Year
Spring Semester	March 15 of Prior Year	May 1 of Prior Year	July of Prior Year	July Meeting of Prior year	July of Prior Year	September 1 of Prior Year
Summer Semester	August 15 of Prior Year	September 15 of Prior Year	November 1 of Prior Year	October Meeting of Prior Year	October of Prior Year	February 1 of Same Year

**See Policies 5.7 and 4.10*

***All communication with SACS is submitted by the Office of the Provost and Vice President of Academic Affairs. The appropriate Dean and Department Chair will be notified when approval is received.*