

Due Dates for Fall 2024 Program/Course Proposals, Suspensions, or Revisions – 8/11/2023

Curriculum changes have several approval levels to go through and so the timeline for each type is complicated. Here is a guide to getting everything in **by July 1, 2024 for the Fall 2024 catalog**. These are the last possible dates so getting your changes through the curriculum process earlier is way better. In fact, I included a “safe route” and a “last ditch” route for new programs because there are so many steps, and you never know when a step is going to hold up the process. The most important thing you can do is contact the Registrar and me before you get too far down the path so we can help you through the process. Course and curriculum changes are essential and complicated – we’re here to help you.

Beth Laves
Jennifer Hammonds

Fall 2024 Implementation	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	June 2024
New programs (Certificate s, Minors)			Pre-approvals from Dept, Dean, and Provost	Dept, Dean, and Provost approval SACSCOC – approval request due (not needed for minors) Dec 15	GCCC Agenda deadline – Jan 25	GCCC – Feb 1 or UCC Agenda deadline – Feb 13 UCC – Feb 20	Senate Exec Comm Mtg – Mar 11 Senate – Mar 28 BOR Agenda items due - Mar 29	BOR Committee – Apr 12	BOR – May 2	
New programs (Bachelors, Masters, Doctoral) [last ditch]			Dept, Dean, and Provost approval NOI to CPE	Dept, Dean, and Provost approval SACSCOC – approval request due Dec 15	GCCC Agenda deadline – Jan 25	GCCC – Feb 1 or UCC Agenda deadline – Feb 13 UCC – Feb 20	Senate Exec Comm Mtg – Mar 11 Senate – Mar 28 BOR Agenda items due - Mar 29	BOR Committee – Apr 12 Proposal to CPE	BOR – May 2 CPE request to be on ASI Jun agenda	CPE ASI Committee – Jun 10 CPE Board – June 20-21
New programs (Bachelors, Masters, Doctoral) [safest route]	Dept, Dean, and Provost approval NOI to CPE	GCCC agenda due – Oct 26	GCCC – Nov 1 or UCC Agenda deadline – Nov 7 UCC – Nov 14	Senate Exec Comm – Dec 4 Faculty Senate Mtg – Dec 14	BOR Agenda items due – Jan 5 BOR Committee – Jan 19 Proposal to CPE		BOR – Mar 1 CPE request to be on ASI Jun agenda CPE ASI Committee – Mar 25			

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				SACSCOC approval request due Dec 15			CPE Board – Mar 28-29			
Program Closures (Certificate s, Minors, Bachelor, Master's, Doctoral)						Dept, Dean, and Provost approval	BOR Agenda items due - Mar 29	BOR Committee – Apr 12	BOR – May 2	
Delivery Method Changes (Certificate s, Bachelor, Master's, Doctoral)				SACSCOC approval request sent – Dec 15						
Location Changes – New or Closing (Certificate s, Bachelor, Master's, Doctoral)				SACSCOC approval request sent Dec 15						
Course Changes (includes new, revised, and suspended courses)					Jan 25 - Deadline for Fall 2024/Spring 2025 course changes approved by Senate or expedited.	Any changes initiated in February 2024 or after, may be subject to implementation in spring 2025 or later.				

New programs (Certificates, Minors) need to be approved at the Board of Regents level. In order to make the Fall 24 catalog, they need to be on the agenda of the May 2 Board meeting. Working backward,

- May 2 BOR
- April 12 BOR Committee Meeting
- March 29th BOR Agenda items due
- March 28th Faculty Senate Meeting
- March 11th Senate Executive Committee Mtg
- February 20th UCC Meeting or Feb 1st Grad Council Curriculum Committee Mtg (should this be the January meeting for GCCC?)
- Feb 13th deadline for UCC agenda items or Jan 25th for Grad Council Curriculum Committee Mtg Agenda
- College and department level approvals prior to Feb 13th or Jan 25th.
- Proposals to Program Faculty finalized by December 2023.

New programs (Bachelors, Masters, Doctoral) need to be approved by the WKU Board of Regents, CPE and by SACSCOC. The CPE process can overlap with the WKU process so work with your associate dean, Beth, and the Registrar to make sure all processes are on track.

All of the steps above plus (safer option in parentheses):

- May 2 BOR (March 1 BOR)
- April 12 BOR Committee Meeting (Jan 19th BOR Committee)
- March 29th BOR Agenda items due (Jan 5th BOR agenda items due)
- March 28th Faculty Senate Meeting (Dec 14th, 2023 Faculty Senate Mtg)
- March 11th Senate Executive Committee Mtg (Dec 4, 2023 Senate Executive Committee)
- February 20th UCC Meeting or Feb 1st Grad Council Curriculum Committee Mtg (should this be the January meeting for GCCC?) (Nov 14th UCC Meeting or Nov 1st GCCC Meeting)
- Feb 13th deadline for UCC agenda items or Jan 25th for Grad Council Curriculum Committee Mtg Agenda (Nov 7th deadline for UCC agenda or Oct 26th deadline for GCCC Mtg)
- College and department level approvals prior to Feb 13th or Jan 25th. Departmental and College approvals completed prior to Nov 7th for UG or Oct 26th for GR).
- Proposals to Program Faculty finalized by December 2023. Program faculty proposals

Additional CPE steps include

- Notification of Intent which can begin after departmental, college, and Provost approval (paperwork can be ready to go)
- CPE Academic and Strategic Initiatives Committee (ASI) June 10, 2024 would be the last one to shoot for. (March 25, 2024 would be safer)
- CPE Board Meeting June 20-21, 2024 (safer March 28-29, 2024)

Additional SACSCOC steps:

- Prospectus or notification deadline is December 2023 for opening Fall 2024

Program Closures (Certificates, Minors, Bachelor, Master's, Doctoral) require approval by Board of Regents and SACSCOC (2 different processes)

- For Fall 2024 closures, these must be approved by the May 2, 2024 BOR
 - April 12 BOR Committee Meeting
 - March 29 BOR Agenda items due
 - Expedited review approved by Department, Dean, and Provost prior to March 29th.
 - Teach-out plan must be sent in prior to July 1 with a teach-out plan that spans at least the length of the program.

Delivery Method Changes (Certificates, Bachelor, Master's, Doctoral) require approval by SACSCOC (because of a federal regulation)

- Closing a delivery method – Need a teach-out plan and approval request prior to July 1 for Fall **and prior to January 1** for Spring
- Adding a delivery method – needs at least 6-month notification, prior to January 1 for the following Fall **and prior to July 1** for the following Spring.

Location Changes – New or Closing (Certificates, Bachelor, Master's, Doctoral) require approval by SACSCOC and in some cases CPE. These also need at least 6-month notifications so for a change in Fall 24, the approval request has to be sent to SACSCOC **prior to January 1**.

Course Changes – Full reviews need to be approved by **the Jan 25th Faculty Senate meeting**. Expedited reviews also need to be **complete by Jan 25th** so they can be in when the year-long schedule rolls for Fall '24 and spring '25 which happens prior to advisement in preparation for registration that occurs in March '24.