Curriculum Submission Process

The FAS Curriculum Committee meets regularly from October to March when classes are in session (a hiatus occurs during December and February)

Submissions are considered by a Unit Curriculum Committee.

Unit approved submissions are delivered to the FAS Curriculum Team for review and processing by the designated Unit representative via the OCTS (Online Curriculum Tracking System).

Deadline for ALL Unit approved curriculum submissions to be submitted to the FAS Curriculum Team for review and consideration by the ASC Curriculum Committee is October 15th, 2018. Any submissions received after this date are not guaranteed consideration in time for publication in the next Academic Calendar.

A unit is contacted by a member of the Curriculum Team in the event further and/or better information is required to fully complete the processing of the submission.

Completed Unit submissions are placed in queue as a Unit package on the agenda of the Curriculum Committee on a first-come-first-serve basis.

The Curriculum Committee considers submissions

A designate from the Curriculum Committee may contact the Unit by email in order to satisfy any questions/concerns raised related to a submission(s)

A Unit representative may be asked to attend a Curriculum Committee meeting to support the submission

The decision of the Curriculum Committee is emailed to a Unit typically within 48 hours of a decision being made together with instructions for attendance at a Faculty Board meeting wherein the approved submission(s) are ratified.