

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.*

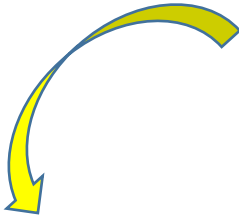
A unit is contacted by a member of the Curriculum Team in the event further and/or better information is required to fully complete the processing of the submission.



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.



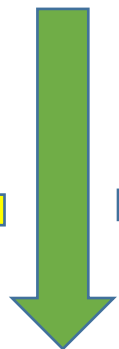
The Curriculum Committee considers submissions



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 .