# Curriculum Proposal Timelines for Academic Year 2019-20

**All New Plan Proposals (Degree Programs, Minors and Certificates) will be accepted for the Fall 2020 Catalog during all three Review Periods. New Plan Curriculum Proposals submitted after 1/13/2020 will not be incorporated into printed Marketing and Recruitment materials that reflect NAU’s portfolio of programs for AY20-21. Please contact** **marketing@nau.edu** **for additional information.**

Exceptions for the Fall 2020 Catalog. **Exceptions may be submitted by October 4, 2019** and will be reviewed and approved by College Curriculum & Assessment Committees during the Fall 2019 semester. Exceptions for the Fall 2020 Catalog include the following:

* Any course additions to New Plans that were approved for the Fall 2019 Catalog.
* Changes required by accrediting bodies during AY2019-20 (evidence from the accreditor must be provided).
* Changes to the catalog that DO NOT IMPACT the AY20-21 schedule of classes (such as catalog verbiage for Admissions criteria, submission of Purpose Statements and Learning Outcomes). The catalog staff will work closely with schedule of classes staff to ensure changes do not impact the AY20-21 schedule of classes. Contact Melinda.Treml@nau.edu for such requests.

## Proposal Due Dates and College Approval Periods

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| --- | --- | --- | --- | --- | --- |
|  |  | **Review Period 1** | **Liberal Studies****Diversity** | **Review Period 2** | **Review Period 3** |
|  |  | ***1. Exceptions for the*** ***Fall 2020 Catalog;******2. Proposals for the*** ***Fall 2021 Catalog*** | ***Deadline for Liberal Studies &/or Diversity Designation Proposals for the Fall 2021 Catalog*** | ***Proposals for the Fall 2021 Catalog;******New Plans for the Fall 2020 Catalog*** | ***Proposals for the Fall 2021 Catalog;******New Plans for the Fall 2020 Catalog[[1]](#footnote-1)*** |
| **Prior to Due Date** | **Approval of Proposals by Academic Unit-** Academic Unit approval must occur before the proposal due date | ***Prior to 10/4/2019*** | ***11/1/2019*** | ***Prior to 12/13/2019*** | ***Prior to 2/21/2020*** |
| Friday | **Proposals Due** w/ Academic Unit Leader e-mail confirmation, submitted to Curriculum Process Assoc. | **10/4/2019** | **11/1/2019** | **12/13/2019** | **2/21/2020** |
| 2 weeks | **REVIEW OF PROPOSALS***College Committees; Associate Deans; Advisors; Catalog Staff; Marketing; Institutional Research; Registrar’s Office; Admissions* | 10/14/2019 - 10/25/2019 | *Reviewed by Diversity Curriculum Committee (if applicable), then by Liberal Studies Committee for February 21 deadline for review by College Committees during Review Period 3* | 1/13/2020 – 1/24/2020 | 3/10/2019 – 3/27/2019 |
| 1 week | **COLLEGE MEETINGS FOR REVIEW OF PROPOSALS** | 10/28/2019 - 11/1/2019 | 1/27/2020 – 1/31/2020 | 3/30/2020 – 4/3/2020 |
| 1 or 2 weeks | **PROPOSAL REVISIONS***Academic Unit Faculty* | 11/6/2018 – 11/20/2019 | 2/5/2020 – 2/12/2020 | 4/8/2020 – 4/22/2020 |
| 1 week | **VOTE ON PROPOSALS***College Committees* | 12/2/2019 – 12/6/2019 | 2/17/2020 - 2/21/2020 | 4/27/2020 – 5/1/2020 |
| 1 week | Finalize Approvals | 12/9/2019 – 12/12/2019 | 2/24/2020 – 2/28/2020 | 5/4/2020 – 5/8/2020 |

## Proposal Due Dates and College Approval Periods

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| --- | --- | --- |
| **Action** | **~Timeframe** | ***Dates for AY2019-20*** |
| ***Review Period 1*** |
| **Approval of Proposals by Academic Unit-** Internal Academic Unit-specific processes; |  | *Prior to 10/4/2019* |
| ***Deadline for Review Period 1: Exceptions and New Plans for the Fall 2020 Catalog and*** *Proposals for the Fall 2021 Catalog***Proposals Due** w/ Academic Unit Leader e-mail confirmation, submitted to Curriculum Process Associate. | Friday | **10/4/2019** |
| **REVIEW OF PROPOSALS***College Committees; Associate Deans; Advisors; Catalog Staff; Marketing; Institutional Research; Registrar’s Office; Admissions* | 2 weeks | 10/14/2019 - 10/25/2019 |
| **COLLEGE Mtgs FOR REVIEW OF PROPOSALS***Feedback given to Academic Unit Faculty* | 1 week | 10/28/2019 - 11/1/2019 |
| **PROPOSAL REVISIONS***Academic Unit Faculty* | 2 weeks | 11/6/2018 – 11/20/2019 |
| **VOTE ON PROPOSALS***College Committees* | 1 week | 12/2/2019 – 12/6/2019 |
| ***Liberal Studies and Diversity Final Deadline*** |
| ***Deadline for Liberal Studies &/or Diversity Designation Proposals for the Fall 2021 Catalog*****Proposals Due** w/ Academic Unit Leader e-mail confirmation, submitted to Curriculum Process Associate. |  | **11/1/2019** |
| ***Review Period 2*** |
| **Approval of Proposals by Academic Unit-** Internal Academic Unit-specific processes |  | *Prior to 12/13/2019* |
| ***Deadline for Review Period 2: Proposals for the Fall 2021 Catalog and New Plans for Fall 2020*****Proposals Due** w/ Academic Unit Leader e-mail confirmation, submitted to Curriculum Process Associate. | Friday | **12/13/2019** |
| **REVIEW OF PROPOSALS***College Committees; Associate Deans; Advisors; Catalog Staff; Marketing; Institutional Research; Registrar’s Office; Admissions* | 2 weeks | 1/13/2020 – 1/24/2020 |
| **COLLEGE Mtgs FOR REVIEW OF PROPOSALS***Feedback given to Academic Unit Faculty* | 1 week | 1/27/2020 – 1/31/2020 |
| **PROPOSAL REVISIONS***Academic Unit Faculty* | 1 week | 2/5/2020 – 2/12/2020 |
| **VOTE ON PROPOSALS***College Committees* | 1 week | 2/17/2020 - 2/21/2020 |
| ***Review Period 31*** |
| **Approval of Proposals by Academic Unit-** Internal Academic Unit-specific processes |  | *Prior to 2/21/2020* |
| ***Deadline for Review Period 3:Proposals for the Fall 2021 Catalog and New Plans for Fall 20201******(Review of Liberal Studies & Diversity Proposals is Complete)*****Proposals Due** w/ Academic Unit Leader e-mail confirmation, submitted to Curriculum Process Associate. | Friday | **2/21/2020** |
| **REVIEW OF PROPOSALS***College Committees; Associate Deans; Advisors; Catalog Staff; Marketing; Institutional Research; Registrar’s Office; Admissions* | 2 weeks | 3/10/2019 – 3/27/2019 |
| **COLLEGE MTGS FOR REVIEW OF PROPOSALS***Feedback given to Academic Unit Faculty* | 1 week | 3/30/2020 – 4/3/2020 |
| **PROPOSAL REVISIONS***Academic Unit Faculty* | 2 weeks | 4/8/2020 – 4/22/2020 |
| **VOTE ON PROPOSALS***College Committees* | 1 week | 4/27/2020 – 5/1/2020 |

 New Plans submitted after 1/13/2020 will not be incorporated into printed Marketing and Recruitment materials that reflect NAU’s portfolio of programs for AY20-21.

1. New Plans submitted after 1/13/2020 will not be incorporated into printed Marketing and Recruitment materials that reflect NAU’s portfolio of programs for AY20-21. [↑](#footnote-ref-1)