

Curriculum-Course Timeline and Proposal Process

Policy Title: Curriculum & Course Timelines

Revisions : 07/21/2025, 10/21/2025, 04/07/26

1. The Curriculum Committee considers curriculum changes as listed on the Curriculum Guidelines chart.
 - a. Proposals should be submitted by December 1 for major/minor additions or changes to ensure timely review, revision, and resubmission as needed, voting by the faculty and the Maryland Higher-Ed Commission (new majors), and addition to the Catalog.
 - b. Course additions/changes should be submitted to the Curriculum Committee by March 1.
 - c. Proposals must be posted on the Curriculum Committee Canvas site for review at least seven days before a Curriculum Committee meeting.
 - d. Informational changes are submitted directly to the Registrar, who records them on the Curriculum Spreadsheet and announces them at the following Curriculum Committee meeting; they do not require further approval.
 - e. Substantive changes (those other than informational) are reviewed and voted on by Curriculum Committee members.
 - f. Approved proposals are forwarded by the Provost to the Faculty Moderator for voting by the faculty.
 - g. If the faculty approves, the proposal is forwarded to the Registrar for inclusion in the Catalog for the following academic year.
2. Catalog Change Timeline and Requirements
 - a. Revisions to the Catalog
 - i. The Assistant Registrar enters new or changed courses two weeks before the start of spring registration.
 - ii. The Registrar requests edits from the Division/Department Chairs by April 1.
 - iii. Division and Department Chairs, or their designates, submit edits to the Registrar by April 30.
 - iv. Registrar reviews changes by May 15.
 - b. Assistant Registrar codes degree audits for Majors, Minors, and Concentrations changes and additions by August 1.
 - c. The Registrar enters all changes/additions in CourseLeaf by June 1.
 - d. CourseLeaf imports catalog descriptions into the final Catalog, which goes live no later than August 1.
3. Guidelines for Curriculum Proposals
 - a. Special Topics courses that count toward a Distribution Requirement must submit a Curriculum Proposal form to the Committee, which only the Provost approves or denies and informs the Committee (as Informational).
 - i. Distribution Requirements that list a choice (such as any PHL course) do not require approval if the proposed course has the same subject (PHL in this example) but must be submitted as Informational Changes.
 - ii. A syllabus must be submitted for New Special Topics course proposals that affect Gen-Ed Distribution.

Proposal		Notification (Registrar, Affected Depts)	Division Approval (including Affected Divisions)	Curriculum Committee Approval	Faculty Approval
COURSE CHANGES					
1	Course (New) Add		approval	approval	
2	Course Inactivate (must be submitted by Dec. 1)		notification	notification	
3	Course Reactivation	approval		notification	
4	Course Credits Change		notification	notification	
5	Course Description Change	approval		notification	
6	Course Number Change	approval		notification	
7a	Course Pre- or Co-Requisite or Both Addition	affected dept approval		notification	
7b	Course Pre- or Co-Requisite or Both Removal	approval			
8	Course Title Change	approval		notification	
9	Course Number + Course Title + Course Descp = Course New		notification	notification	
10	Course Type Change, Including New Course Types	approval			
MAJOR, MINOR CONCENTRATION CHANGES					
1	Major (New) Add		approval	approval	approval
2	Minor (New) Add		approval	approval	approval
3	Concentration (New) Add		approval	approval	approval
4	Major, Minor, Concentration Course or Credit Requirements Change		approval	approval	approval
5	Major, Minor, Concentration Suspension* (Major/Concentration must submit required documentation to MHEC)	approval	approval	approval	approval
6	Major, Minor, Concentration Discontinuation (Major/Concentration must submit required documentation to MHEC)	approval	approval	approval	approval
7	Major, Minor, Concentration Elective Change (if there is a change to overall credits, then go to line 4)	affected dept approval		notification	
8	Major, Minor, Concentration Non-Course Req. Change (change "take 5 upper-level courses" to "take 5 courses")	approval			
GENERAL EDUCATION/DISTRIBUTION REQUIREMENTS					
1	General Education Change (FYS, Writing, Lang, NSQ HFA, SSC)		approval	approval	approval
2	FYS Courses (Add or Remove)			approval	
3	Special Topics that Affect Distributions with Course Choices (take 2 PHL XXX courses; take 2 THE courses) (must submit a syllabus)	approval			
4	Special Topics that Affect Distributions with Specific Courses (choose CMS 101 or 205; take EDU 251 & 252) (must submit a syllabus)		approval	approval	Provost
OTHER CHANGES					
1	Program or Department Change		approval	approval	approval

*-Suspension follows the MHEC procedures; department has 3 years to determine whether program can continue; department must file follow-up paperwork with MHEC to continue, otherwise the program is discontinued at that time.

Curriculum Committee Approved: 12/14/23

Updated version by KRJ and AMP: 07/21/2025

Updated version approved 04/07/26 Curriculum Committee