Curriculum and Instruction: Proposal Submission Guidelines

Curriculum and Instruction proposal forms can be found on the C&I page on the Faculty Senate webpage: http://www.shepherd.edu/senate/curriculum-and-instruction. Forms are available in Microsoft Word and in PDF format; forms must not be altered and all appropriate portions must be completed accurately.

To be placed on the C&I meeting agenda, by the Curricular Submission Deadlines outlined below, be sure to do the following:

- Print one copy of forms on colored paper as indicated: **blue for Program Change**; **goldenrod for Course Addition, Deletion, or Change**.
- On the original, color-coded form, fill in all pertinent information and obtain appropriate signatures.
- Attach a copy of any departmental minutes and school approvals for the proposal, along with any other documentation required by the proposal form.
- For **all Program Changes**, attach a copy of the **current online catalog** page with all curricular changes marked in red (see http://www.shepherd.edu/university/catalog/).
    - This copy must be turned in with the original forms and appropriate minutes, in **hardcopy form**, as well as embedded into the **digital submission** (as one file).
- Submit the **original, signed hardcopy curricular forms** to Donna Semler, Secretary of the C&I Committee, in the Registrar's Office.
- Submit a **digital copy of the appropriate forms and documentation** outlined above (as a single document, if possible) to Heidi Hanrahan, chair of the C&I Committee, at hhanraha@shepherd.edu. Submission of a single digital file by the deadline gives committee members access to the documentation before and during the meeting.
- A representative of the department or school must be present at first and second readings of the proposal to explain the curricular issue(s) and answer questions.
- No proposal will be brought before the committee until **both the original hardcopy with signatures and the electronic versions** with embedded materials are submitted.
- Proposals received after the deadline will be on the following month's agenda. See the submission and meeting dates below.
- To have **course** changes appear in the next academic year's Fall schedule, departments should have (at minimum) first readings completed by the December C&I meeting.
- To meet catalog publication deadlines for the next academic year, **program** proposals should have (at minimum) first readings completed by the February C&I meeting.

Curriculum and Instruction Deadlines and Meeting Schedule, 2018-2019

Meeting Date	Time/Location	Submission Deadline
September 10, 2018	3:10-5:00, Cumberland Room	September 4, 2018[1]
October 8, 2018	3:10-5:00, Cumberland Room	October 1, 2018
November 12, 2018	3:10-5:00, Cumberland Room	November 5, 2018[2]
December 10, 2018	2:10-4:00, Cumberland Room	December 3, 2018[3]
January 28, 2019	3:10-5:00, Cumberland Room	January 22, 2019[1]
February 11, 2019	3:10-5:00, Cumberland Room	February 4, 2019[4]
March 18, 2019	3:10-5:00, Blue-Gray Room	March 11, 2019[5]
April 8, 2019	3:10-5:00, Cumberland Room	April 1, 2019

[1] Submission deadline falls on Tuesday, due to Monday holiday.
[2] New courses or course changes you wish to include in the Fall 2019 Schedule of Classes should be presented to the university C&I Committee (approved through dept./college C&I) no later than the November 12, 2018, meeting.
[3] Exam week; note different meeting time.
[4] New courses or course changes intended for the Core Curriculum effective Fall 2019 should be presented to the Core Curriculum Committee (approved through dept./college/university C&I) no later than the February 11, 2019, meeting.
[5] Note different meeting location.