



To: Deans and Chairs
From: Suzanne Lambeth, Assistant Registrar
Date: September 4, 2014
Re: **Upcoming Important Deadlines for the 2014-2015 Academic Year**

CURRICULAR CHANGES (Major and Minor Curricular Change Forms)

Requests for curricular changes to degree requirements and courses that need Faculty Senate approval must be submitted to the Secretary of the Catalog Subcommittee (Registrar) by the dates listed below.

Curricular Change Deadlines:

New Course Proposals for Summer 2015:	due by October 1, 2014
New Course Proposals for Fall 2015:	due by October 1, 2014
Degree Requirement Change Proposals for Fall 2015:	due by October 1, 2014
New Course Proposals for Spring 2016:	due by February 1, 2015

Curricular change forms and instructions are available at:

<http://www.ronet.wsu.edu/ROPubs/Apps/HomePage.ASP>.

Details and definitions for curricular changes are outlined in the *Educational Policies and Procedures Manual (EPPM)*, available on the web at <http://facsen.wsu.edu>.

Proposals for creating, consolidating, renaming eliminating, or extending, a degree to an additional campus requires that a Notice of Intent (NOI) be submitted to the Provost's Office prior to proposal submission to the Registrar's Office. Additional, updated information will be available soon at <http://provost.wsu.edu> under "Academic Procedures".

CURRICULAR REVIEW QUESTIONS

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CATALOG CHANGES

2015-16 General Catalog Dates:

Call for Copy	March 2015
Copy Due to Registrar's Office	April 2015
Online Publication Date	June 2015

GENERAL CATALOG QUESTIONS/REVISIONS

Becky Bitter (5-4766)
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UNDERGRADUATE and PROFESSIONAL DEGREE CLEARING

Undergraduate Graduation Clearing Dates

December 2014 class
May 2015 class
August 2015 class

Final Clearing Date

February 6, 2015
June 19, 2015
September 4, 2015

UNDERGRADUATE DEGREE/DEGREE AUDIT QUESTIONS

Graduations (5-7724)
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SCHEDULE OF CLASSES

You will receive instructions for submitting the Fall 2015 and Spring 2016 schedule of classes materials November 2014 and March 2015, respectively.

Note: Curricular changes must be approved by the Faculty Senate before they may be included in the schedule of classes.

Fall 2015

Schedule of Classes Dates:

Call for copy/instructions to submit	November 2014
Fall 2015 copy due	December 2014
Final review by department	January/February 2015
Fall schedule online date	March 2, 2015

Spring 2016

Schedule of Classes Dates:

Call for copy/instructions to submit	March/April 2015
Spring 2016 copy due	May 2015
Final review by department	August/September 2015
Fall schedule online date	October 1, 2015

SCHEDULE OF CLASSES QUESTIONS

Melissa Wing (5-9507)
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SUMMER SESSION

Details on *Summer Session Course* materials submission will be sent to the chairs and deans October 1, 2014. Major and Minor Curricular Change Forms—for new courses, temporary courses, and other curricular changes effective for summer which you plan to include in the *Summer Session Schedule*—are due October 1, 2014.

2014 Summer Session Schedule

Call for copy/instructions to submit	October 1, 2014
Summer 2015 Copy due	November 1, 2014
Web Publication date	October 2014, on-going

SUMMER SESSION QUESTIONS

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