

## CASE UNIVERSITY CURRICULUM COMMITTEE CALENDAR 2023-2024

Curriculum Bulletins & Proposal Forms are available [online](#)

	CASE PROPOSAL SUBMISSION DEADLINE (Wednesdays)	CASE CURRICULUM COMMITTEE MEETING (Fridays)	FACULTY SENATE SUBMISSION DEADLINE (Wednesdays)	GRAD/UNDERGRAD COUNCIL PRE-REVIEW MEETING (Fridays)	BULLETIN PUBLICATION DATE (Tuesdays)	FACULTY SENATE HEARING (Fridays)	FACULTY SENATE ACTION DATE (Tuesdays)	CURRICULUM PROPOSAL EFFECTIVE DATE
1	Sep 6, 2023	Sep 15, 2023	Sep 20, 2023	Oct 13, 2023	Oct 17, 2023	Nov 3, 2023	Nov 14, 2023	Fall 2024
2	Oct 11, 2023	Oct 20, 2023	Oct 25, 2023	Nov 17, 2023	Nov 28, 2023	Dec 8, 2023	Jan 23, 2024	Fall 2024
3	Nov 22, 2023	Dec 1, 2023	Dec 6, 2023	Jan 12, 2024	Jan 16, 2024	Jan 26, 2024	Feb 13, 2024	Fall 2024
4*	Jan 10, 2024	Jan 19, 2024	Jan 24, 2024	Feb 16, 2024	Feb 20, 2024	Mar 8, 2024	Mar 26, 2024	Fall 2024
<b>NEW CATALOG &amp; CURRICULUM SYSTEM TESTING IN SPRING – SYSTEM IMPLEMENTATION FOR FALL 2024</b>								

**ADDITIONAL INFORMATION---PLEASE NOTE:** With the implementation of a new catalog and electronic curriculum system, the effective date for all 2023-2024 curriculum proposals will be Fall 2024. \*Bulletin #4 is the deadline for materials to be submitted and approved for inclusion in the 2024-2025 catalogs and the 2024-2025 Undergraduate Major Maps. No proposals are effective for summer semesters, so please plan accordingly.

**COURSE PROPOSALS (NEW or CHANGE):** Must have a **detailed justification** for the proposal and an **up-to-date syllabus**. For Course Change proposals, changes (course name/number/prefix, co/pre-requisites, course description, etc.) **MUST** be reflected in the syllabus.

**ALL OTHER PROPOSALS:** Proposals must include a completed proposal checklist available from the Faculty Senate webpage. Faculty contact must be present at the hearing for the respective bulletin, if applicable. The listing of applicable hearings and respective additional parties required are as follows: Joint Hearings is defined as Undergraduate Council & University Curriculum Committee and/or Graduate Council & University Curriculum Committee. The proposals that require joint hearings are: NEW Undergraduate Degree Programs, NEW Majors, NEW Tracks, NEW Graduate Degree Programs. NEW Undergraduate Minors only require the presence of Undergraduate Council. NEW Certificate programs, CHANGES to any program/major/track, etc., and Course Proposals do not require a hearing.

**To TRACK YOUR PROPOSAL,** please visit: <https://intranet.fiu.edu/curriculum/SitePages/Bulletin.aspx>

**EXPERIMENTAL COURSE PROPOSAL:** Proposals must follow college/school procedures. Proposal must be signed by the Dean and forwarded to Jessica Moro, Office of the Registrar, for review and approval. Experimental courses **will not** be repeated unless there are extenuating circumstances, e.g., a permanent number for the previously submitted and approved non-experimental course has not been received.

**REMINDER: The Curriculum Committee, Undergraduate/Graduate Councils do not meet during the summer.**

For CASE Curriculum Committee matters, please contact Alex Ronquillo at [aronquil@fiu.edu](mailto:aronquil@fiu.edu). For Faculty Senate matters, please contact Mary Cossio at [cossioma@fiu.edu](mailto:cossioma@fiu.edu)