



Provost
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To: All Faculty Members and Academic Administrators

From: Brian L. Crawford *BLC*

Re: General Studies Change Proposals

Date: 13 October 2015

The purpose of this memo is to establish a schedule for the submission of General Studies Program change proposals. In order to allow for the review of proposals by the Deans Council, General Studies Assessment Committee, and Faculty Senate, forms must be submitted to the Provost's Office well in advance of the Curriculum Committee meeting at which the proposal will be considered. For the 2015-16 Academic Year, these dates are:

Submission Due to Provost's Office	Curriculum Committee Meeting
2 November 2015	8 December 2015 or 12 January 2016
4 January 2016	9 February 2016
1 February 2016	15 March 2016
29 February 2016	12 April 2016

Submissions must include a completed form CC-4 with all signatures and the appropriate additional form CC-4a, b, or c. The Provost's Office will distribute these to the Deans Council, General Studies Assessment Committee and Faculty Senate for their review and recommendation, and will place the proposal on the agenda for the appropriate Curriculum Committee meeting. The final decision on all proposals rests with the Curriculum Committee.