

**SUBMISSION OF ACTION REQUESTS TO ACADEMIC COUNCIL**  
(Course or Curriculum additions, revisions, deletions; Fee Requests)

The procedure and timeline outlined below will afford opportunity to make document changes as needed, allow documents to be distributed so that council members have ample review opportunity in advance of the meeting, and assure appropriate documentation.

- 1) Course and curriculum action and fee documents will originate at the committee level/ departmental office.
- 2) The departmental office will forward to the respective dean for review.
- 3) The dean's office will forward to the Office of Academic Affairs for review.
- 4) At successful completion of review process, Academic Affairs office will distribute documents to Academic Council members electronically prior to AC meeting.

**TIME LINE**

Deadline for submission of action requests from the departmental to the dean's office is 3 weeks prior to the Academic Council meeting at which request is to be considered.

Deadline for forwarding from the dean's office to the Office of Academic Affairs is 2 weeks prior to the Academic Council meeting at which request is to be considered.

Reminder: The "rollover" of courses from Fall to Fall occurs before the beginning of the Spring term in between (and Spring/Summer to Spring/Summer rollover occurs at the beginning of the fall term. In order that changes be made before rollover, requests should be approved by Academic Council before the beginning of the semester **PRIOR** to the effective term (i.e, for a course change effective Fall 2012, the change should be approved through AC **PRIOR** to the beginning of the Spring 2012 semester; for a course change effective Spring 2013, the change should be approved through AC **PRIOR** to the beginning of the Fall 2012 semester).

AC, December 13, 2011  
AC, September 22, 2008