



OFFICE OF THE PROVOST

TO: Educational Policies Council (EPC)
FROM: Therese E. Tillett, Executive Director of Curriculum Services
SUBJECT: EPC Meeting Schedule and Deadlines for Academic Year 2016–2017
DATE: 16 May 2016 UPDATED

Typically, meetings are held on the third **Monday** of the month (exceptions are in August and January, and no meeting in December) **in the Governance Chambers** on the 2nd floor of the Kent Student Center on the Kent Campus. The meeting **begins at 3:20 p.m.**

Members of the Undergraduate EPC and Graduate EPC will meet jointly each month with an alternating agenda. The Office of Curriculum Services will notify members of a meeting cancellation seven calendar days before the meeting.

EPC Meeting Dates	Submission Deadlines of Agenda Items for the Meeting
22 August 2016	1 August 2016
19 September 2016	29 August 2016
17 October 2016	26 September 2016
21 November 2016	31 October 2016
23 January 2017	3 January 2017 January is the final meeting for course and program proposals for fall 2017 implementation. Program proposals include new and inactivated programs,* any revisions to a program’s course or grade requirements and any other revision that changes the criteria for students to be admitted to, progress in or graduate with a degree or certificate.
20 February 2017	30 January 2017
20 March 2017	27 February 2017
17 April 2017	27 March 2017 April is the final meeting for university policy proposals for fall 2017 implementation for which Faculty Senate or Board of Trustees is final approver.
15 May 2017	24 April 2017 May is the final meeting for university and college policy proposals for fall 2017 implementation for which EPC is final approver. May is the final meeting for course proposals for spring 2018 implementation.**

*Exceptions to this deadline are proposals to establish or inactivate a degree or major, or to offer a major fully online or in an accelerated delivery, all of which require more steps for approvals.

**Course proposals that cannot be considered effective for spring semester are for courses listed in an academic program (either required or elective) that request the following:

- Course inactivation
- Revision of course title
- Revision of credit hours
- Revision of course subject
- Revision of course number
- Revision of prerequisite that affects a program (e.g., adding a prerequisite not in the program requirements)

Implementation Terms for Revisions to Program Admission Criteria

- A revision to a program's admission criteria will be implemented for the next admission window unless a later term is requested.
- Revisions will be implemented only after approval by the Educational Policies Council (EPC).
- Revised admission criteria will be noted in the next-published University Catalog after current admission criteria (e.g., *Effective for spring 2018, admission criteria will be the following...*).

Implementation Terms Table

Table narrative example: If an admission revision proposal is approved at the August 2016 EPC meeting, the earliest effective term that can be requested for the revision will be spring 2018, for which the admission window opens in April 2017; and the admission revision will be noted in the 2017-2018 University Catalog, published in June 2017.

EPC Approval of Admission Revision	Earliest Effective Term	Admission Window Opens	First Noted in Catalog
August 2016	Spring 2018	April 2017	June 2017
September 2016	Spring 2018	April 2017	June 2017
October 2016	Spring 2018	April 2017	June 2017
November 2016	Spring 2018	April 2017	June 2017
January 2017	Spring 2018	April 2017	June 2017
February 2017	Spring 2018	April 2017	June 2017
March 2017	Spring 2018	April 2017	June 2017
April 2017	Fall 2018	July 2018	June 2017
May 2017	Fall 2018	July 2018	June 2017
August 2017	Spring 2019	April 2018	June 2018
September 2017	Spring 2019	April 2018	June 2018
October 2017	Spring 2019	April 2018	June 2018
November 2017	Spring 2019	April 2018	June 2018
January 2018	Spring 2019	April 2018	June 2018
February 2018	Spring 2019	April 2018	June 2018
March 2018	Spring 2019	April 2018	June 2018
April 2018	Fall 2019	July 2019	June 2018
May 2018	Fall 2019	July 2019	June 2018
August 2018	Spring 2020	April 2019	June 2019