



**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 2017–2018  
**DATE:** 9 May 2017

Typically, meetings are held on the third **Monday** of each the month (exception is January, and no meeting in December) **in the Governance Chambers** on the 2<sup>nd</sup> 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.

<b>EPC Meeting Dates</b>	<b>Submission Deadlines of Agenda Items for the Meeting</b>
<b>21 August 2017</b>	31 July 2017
<b>18 September 2017</b>	28 August 2017
<b>16 October 2017</b>	25 September 2017
<b>20 November 2017</b>	30 October 2017
<b>22 January 2018</b>	3 January 2018 January is the final meeting for approving course and program proposals for fall 2018 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 progress in or graduate with a degree, minor or certificate. <u>Deadlines for admission revisions on next page.</u>
<b>19 February 2018</b>	29 January 2018
<b>19 March 2018</b>	26 February 2018
<b>16 April 2018</b>	26 March 2018 April is the final meeting for university and college policy proposals for fall 2018 implementation. April is the final meeting for proposals for new courses for spring 2019 implementation.
<b>21 May 2018</b>	30 April 2018

\*Exceptions to this deadline are proposals to establish or inactivate a degree or major, or to offer a major fully online, in an accelerated delivery or at another campus or location, all of which require additional (external) steps for approvals. Please work with the Office of Curriculum Services to determine a timeline for implementation for this types of proposals.

## Implementation of Revisions to Program Admission Criteria

Because the admission window for a semester opens so far in advance of the start of that semester, the implementation date for revisions to a program’s admission criteria cannot follow the same deadlines as other program revisions.

Therefore,

- 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 2019, admission criteria will be the following...*).

Reference:

**Admissions Opens    Admitted Semester**  
 July 2017 .....Fall 2018  
 April 2018.....Spring 2019

<b>EPC Approval of Admission Revision</b>	<b>College May Request Effective Term</b>	<b>First Noted in Catalog</b>
August 2017	Spring 2019 or Fall 2019	Fall 2018
September 2017	Spring 2019 or Fall 2019	Fall 2018
October 2017	Spring 2019 or Fall 2019	Fall 2018
November 2017	Spring 2019 or Fall 2019	Fall 2018
January 2018	Spring 2019 or Fall 2019	Fall 2018
February 2018	Spring 2019 or Fall 2019	Fall 2018
March 2018	Spring 2019 or Fall 2019	Fall 2018
April 2018	Fall 2019 or Spring 2020	Fall 2018
May 2018	Fall 2019 or Spring 2020	Fall 2019