



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 2018–2019
DATE: 11 May 2019

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 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
Monday, 20 August 2018	Monday, 30 July 2018
Monday, 17 September 2018	Monday, 27 August 2018
Monday, 15 October 2018	Monday, 24 September 2018
Monday, 19 November 2018	Monday, 29 October 2018
Monday, 28 January 2019	Wednesday, 2 January 2019 January is the final meeting for approving course and program proposals for fall 2019 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.
Monday, 18 February 2019	Monday, 28 January 2019
Monday, 18 March 2019	Monday, 25 February 2019 March is the final meeting for approving admission proposals for implementation in the fall 2019 catalog. <u>Deadlines for admission revisions on next page.</u>
Monday, 15 April 2019	Monday, 25 March 2019 April is the final meeting for university and college policy proposals for fall 2019 implementation. April is the final meeting for proposals for new courses for spring 2020 implementation.
Monday, 20 May 2019	Monday, 29 April 2019

*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 (e.g., admission for fall 2019 opens in July 2018), 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 2020, admission criteria will be the following...*).

EPC Approval of Admission Revision	College May Request Effective Term	First Noted in Catalog
August 2018	Spring 2020 or Fall 2020	Fall 2019
September 2018	Spring 2020 or Fall 2020	Fall 2019
October 2018	Spring 2020 or Fall 2020	Fall 2019
November 2018	Spring 2020 or Fall 2020	Fall 2019
January 2019	Spring 2020 or Fall 2020	Fall 2019
February 2019	Spring 2020 or Fall 2020	Fall 2019
March 2019	Spring 2020 or Fall 2020	Fall 2019
April 2019	Fall 2020 or Spring 2021	Fall 2020
May 2019	Fall 2020 or Spring 2021	Fall 2020