TO: Members of the Educational Policies Council (EPC)

FROM: Therese E. Tillett, associate vice president, curriculum planning and administration

SUBJECT: EPC meeting schedule and deadlines for Academic Year 2019-2020

DATE: 25 June 2019

Typically, meetings are held on the third **Monday** of each the month **in the Governance Chambers** on the 2nd floor of the Kent Student Center on the Kent Campus (date exceptions are January and May, and no meetings in December, June, July). 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

- **Monday, 19 August 2019**
  - Submission by: Monday, 29 July 2019

- **Monday, 16 September 2019**
  - Submission by: Monday, 26 August 2019

- **Monday, 21 October 2019**
  - Submission by: Monday, 30 September 2019

- **Monday, 18 November 2019**
  - Submission by: Monday, 28 October 2019

- **Monday, 27 January 2020**
  - Submission by: Thursday, 2 January 2020
  - January is the final meeting for approving course and program proposals for fall 2020 implementation. Program proposals include new and inactivated programs,* 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, 17 February 2020**
  - Submission by: Monday, 27 January 2020

- **Monday, 16 March 2020**
  - Submission by: Monday, 24 February 2020
  - March is the final meeting for approving admission proposals to be published in the fall 2020 catalog (with spring or fall 2021 implementation) See next page for deadlines for admission revisions.

- **Monday, 20 April 2020**
  - Submission by: Monday, 30 March 2020
  - April is the final meeting for university and college policy proposals for fall 2020 implementation.
  - April is the final meeting for proposals for new courses for spring 2021 implementation.

- **Tuesday, 12 May 2020**
  - Submission by: Monday, 27 April 2020

  * *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 and external steps for approvals. Please work with the Office of Curriculum Services to determine a timeline for implementation for this type 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 2020 opens in July 2019), 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 2021, admission criteria will be the following…*).

EPC Approval of Admission Revision	College May Request Effective Term	First Noted in Catalog
August 2019	Spring 2021 or Fall 2021	Fall 2020
September 2019	Spring 2021 or Fall 2021	Fall 2020
October 2019	Spring 2021 or Fall 2021	Fall 2020
November 2019	Spring 2021 or Fall 2021	Fall 2020
January 2020	Spring 2021 or Fall 2021	Fall 2020
February 2020	Spring 2021 or Fall 2021	Fall 2020
March 2020	Spring 2021 or Fall 2021	Fall 2020
April 2020	Fall 2021 or Spring 2022	Fall 2021
May 2020	Fall 2021 or Spring 2022	Fall 2021