

## **Warnell Curriculum Revision Procedures**

*Approved March 19, 2010*

Significant changes to Warnell programs (e.g. creation of new majors, minors, certificates, areas of emphasis, or entrance requirements, or termination of existing programs) need to follow the Academic Affairs Policy Statements posted at the Curriculum Systems website (<http://www.curriculumsystems.uga.edu/>).

All other curriculum changes (e.g. changes in major requirements) are governed by Warnell's By-laws and thus must go to the Curriculum Committee (for undergraduate issues) or the Graduate Affairs Committee (for graduate issues) for review before being voted on by the full faculty. Individual faculty, or subsets of faculty, that author proposed revisions to the curriculum are encouraged to seek a consensus among all affected faculty before submitting their proposal to the requisite committee, and to indicate the level of faculty support for their proposal in their submission.

- Changes intended to take effect in the fall semester must be submitted to the appropriate committee by December 1<sup>st</sup> in the preceding fall.

- Changes intended to take effect in the spring semester must be submitted by June 15<sup>th</sup> in the preceding summer.

Each committee can vote on proposals as they receive them, but the committees must vote on any that are submitted by the above deadlines within the first 3 weeks of the spring or fall semester, respectively. Proposals that are approved by either committee will be presented to the faculty for a final vote within the first 4 weeks of the semester. These deadlines are set in order to give the Academic Affairs office time to implement the changes before the next semester.

After voting within Warnell is completed, the Associate Dean for Academic Affairs's office will update all advising materials accordingly and submit any changes to UGA Curriculum Systems for final approval by the next UGA Bulletin deadline (typically the beginning of October for spring implementation and the beginning of April for fall implementation).

The deadlines listed above will be enforced for the first time beginning July 15, 2010 (i.e. for spring 2011-implemented changes).