

**UWF Degree Program Inventory: Faculty Senate and Board of Trustee Procedures  
Timelines for Action on Program Change Requests  
Fall 2010 Implementation**

*The following is based on discussion between Faculty Senate representatives, Enrollment Services representatives, and Office of Academic Affairs representatives held November 12, 2003 and revisions to Board of Trustees Calendar announced May 20, 2005.*

Assuming that the Board of Trustees considers academic program actions (program additions, program deletions, major changes in programs) at its March and December meetings, and

Assuming that the March meeting of the Board is held the first Tuesday of March and that the December meeting is held the second Friday of December, and

Assuming that the deadline for submitting CCRs for action by the Faculty Senate is Friday of the first week of classes in the Fall Semester (usually the last Friday in August) to assure consideration by the Senate to meet catalog copy deadlines for the subsequent catalog year, and

Assuming the intent is to **implement** the program action in the **Fall Semester 2010**,

The following are guidelines for submitting Board of Trustee related documents and CCR forms.

**Recommended Sequence of Submission of Documents  
Fall Semester 2010 Implementation of Program Changes  
Requiring Board of Trustees Approval**

***Request to Explore/Plan\****

Preparation of BoT Request to Explore/Plan	Spring/Summer 2008
Approval by department:	September 2008
Approval by college:	October 2008
Submission of BoT Request to Explore/Plan along with cover memorandum addressed to Faculty Senate President via Associate Vice President for Academic Affairs and Director, Student Academic Support System:	October 2008
Approval by Academic Council:	November 2008
Approval by Faculty Senate:	January 2009
Approval by BoT Academic and Student Affairs Committee:	February 2009

***Request to Implement***

Submission of program CCR, related course CCRs, and BoT Request to Implement to Faculty Senate:	February 2009
Approval by department:	March 2009
Approval by college:	April 2009
Approval by Academic Council:	May 2009
Approval by Faculty Senate:	June 2009
Approval by BoT Academic and Student Affairs Committee:	September or December 2009
Approval by BoT of Implementation Request:	September or December 2009
2008-2009 Catalog Copy Submitted:	March 2009
Implementation of Program Change:	Fall Semester 2010

\*CCR forms not required for Request to Explore/Plan.

**Alternative Sequence of Submission of Documents  
Fall Semester 2010 Implementation of Program Changes  
Requiring Board of Trustees Approval**

***Request to Explore/Plan\****

Preparation of BoT Request to Explore/Plan	January 2009
Approval by department:	March 2009
Approval by college:	April 2009
Submission of BoT Request to Explore/Plan along with cover memorandum addressed to Faculty Senate President via Associate Vice President for Academic Affairs and Director, Student Academic Support System:	April 2009
Approval by Academic Council:	May 2009
Approval by Faculty Senate:	June 2009
Approval by BoT Academic and Student Affairs Committee:	September 2009

***Request to Implement***

Submission of program CCR, related course CCRs, and BoT Request to Implement to Faculty Senate:	August 2009
Approval by department:	October 2009
Approval by college:	November 2009
Approval by Academic Council:	December 2009
Approval by Faculty Senate:	January 2010
Approval by BoT Academic and Student Affairs Committee:	March 2010
Approval by BoT of Implementation Request:	March 2010
2008-2009 Catalog Copy Submitted:	March 2010
Implementation of Program Change:	Fall Semester 2010

\*CCR forms not required for Request to Explore/Plan