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FOR HELP:

- Curriculum Co-Chair: Renee Aschbrenner x1587 (Proposal Questions)
- Curriculum Co-Chair: Jamie Bute x1919 (Proposal Questions)
- Connie Buhr x4281 (System Maintenance)

Award Specifications:

- AAS & AAA** – minimum 60 credit hours, maximum of 86 credit hours (variation code 200)
 - ✓ Shall include 15 credit hours of gen ed with at least one course from each of the following areas: communications, social science or humanities, and mathematics or science. In some instances 12 of the fifteen credits can be met through the forementioned categories while the additional 3 credits can be met through a gen ed outside the three aforementioned categories to meet the overall 15-credit gen ed minimum.
 - ✓ The technical courses shall constitute a minimum of 50% of the total program credits.
 - ✓ Programs shall not exceed an average of 19 credit hours per regular term
 - ✓ Program length shall not exceed four regular terms (fall or spring) and two summer terms (each summer term may have two sessions). Shall not exceed 108 weeks/two academic years.
 - ✓ All required course offerings are to be available within two academic years
 - ✓ All credit-bearing courses required for program admittance or graduation, or both, must be included in the total 86 credit hours
- Diploma** – minimum of 15 credit hours, maximum of 48 credit hours (variation code 100)
 - ✓ Shall include 3 credit hours of gen ed with the credit coming from any of the following areas: communications, social science or humanities, and mathematics or science. In some instances the three (3) credits can be met through a gen ed outside the three aforementioned categories to meet the overall 3-credit gen ed minimum.
 - ✓ 70% of the credits shall be tech core
 - ✓ Shall not exceed 52 weeks in length
- Certificate** – minimum of 1 credit hour, maximum of 48 credit hours (variation code 1000)
 - ✓ Shall not exceed 52 weeks in length
 - ✓ Any Certificate with 22 or fewer credits will require a separate set of ITSO codes (short-term preparatory= 03 for second code set)

DEAN approval required to initiate proposals in this system.

Please check with your DEAN before starting any work in the system.

User Help Guides: <https://my.hawkeyecollege.edu/Departments/IR/CurricUNET/Forms/AllItems.aspx>

For most current program AS-28s, please visit:

U:\AS-28s_Currently Approved by DOE\AY 2017-2018

or The State Department of Education site at:

http://www.curricunet.com/iowa_doe

DEPARTMENT OF EDUCATION SUBMISSION DEADLINES:

Program Modifications: 1 yr max, 60 days min - prior to start of Term (DOE TERM DATES)

Notice of Intent (NOI): 1 yr max, 90 calendar days before implementation date

New Program: 1 yr max, 60 days minimum - prior to Start Term (DOE TERM DATES) An approved NOI is required to submit a New Program Proposal

DOE TERM DATES:

Fall Term: August 15 - December 31 (be at DOE by June 15)

Spring Term: January 1 - April 30 (be at DOE by Nov 1)

Summer Term: May 1 - August 14 (be at DOE by March 1)

Calendar for Curriculum Changes AY 2017-2018

Proposals Recommended to be launched (ready for sign-offs in system) by:	Received at Committee level on or before:	Reviewed by the Curriculum Committee at the meeting on:
August 24	August 31	September 14
September 7	September 14	October 5
September 21	October 5	October 19
October 12	October 19	November 2
October 26	November 2	November 16
January 11	January 18	February 1
January 15	February 1	February 15
February 8	February 15	March 1
March 14	March 21	April 5
October 19, 2017: Last meeting for CTE program/course proposals Fall 2018 start & Liberal Arts course proposals Spring 2018 start. February 15, 2018: Last meeting for Liberal Arts course proposals for Fall 2018 start April 5, 2018: Last meeting of academic year 2017-2018		

Calendar

September 18	October 18
2 3 4 5 6 7 8 9 10 11 12 13	1 2 3 4 5 6
9 10 11 12 13 14 15 16 17 18 19 20	11 12 13 14 15 16 17 18 19 20 21 22
16 17 18 19 20 21 22 23 24 25 26 27	23 24 25 26 27 28 29 30 31
23 24 25 26 27 28 29 30 31	30
November 18	December 18
4 5 6 7 8 9 10 11 12 13 14 15	1 2 3 4 5 6 7 8
11 12 13 14 15 16 17 18 19 20 21 22	11 12 13 14 15 16 17 18 19 20 21 22
18 19 20 21 22 23 24 25 26 27 28 29	23 24 25 26 27 28 29 30 31
25 26 27 28 29 30	30 31
January 19	February 19
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16
13 14 15 16 17 18 19 20 21 22 23 24 25	20 21 22 23 24 25 26 27 28 29 30 31
20 21 22 23 24 25 26 27 28 29 30 31	27 28 29 30 31
27 28 29 30 31	24 25 26 27 28
March 19	April 19
3 4 5 6 7 8 9 10 11 12 13 14 15 16	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16
10 11 12 13 14 15 16 17 18 19 20 21 22	3 4 5 6 7 8 9 10 11 12 13 14 15 16
17 18 19 20 21 22 23 24 25 26 27 28 29	17 18 19 20 21 22 23 24 25 26 27 28 29
24 25 26 27 28 29 30 31	24 25 26 27 28 29 30 31
31	31
May 19	June 19
5 6 7 8 9 10 11 12 13 14 15 16 17 18 19	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

To meet the 14 days prior to the meeting deadline, the proposals must have reached the Curriculum Committee review level in the system by designated date. It may take as long as two weeks to reach the Curriculum Committee level from the initial launching of the proposal. It is recommended that faculty proposing changes start the process early to meet the deadlines established.	
Guidelines for Curriculum Submissions	
NEW PROGRAM: New Programs must be approved by the Committee by the 3rd Thursday of October for implementation the following fall academic term (Fall 2018)	
COURSES THAT ARE ELECTIVES: Need to be included in the program of study for any given program to ensure graduation compliance. Liberal Arts electives that are to be implemented for Fall 2018 must be approved by the Committee no later than February 15, 2018.	
REQUIRED COURSES: Required courses for all CTE programs must be approved by the Committee no later than October 19, 2017, for Fall 2018 implementation. Required courses for Liberal Arts or Developmental Studies must be approved by the Committee no later than February 15, 2018 for Fall 2018 implementation.	
COURSE GUIDE MODIFICATIONS: On-going, if minor changes (Course Description, Course Goals, Student Learning Outcomes, Topics.	
PROGRAM MODIFICATIONS: Program Modifications must be approved by the Committee no later than October 19, 2017, for Fall 2018 implementation.	
ALL CTE program modifications acted on by the Committee after October 19, 2017, will be considered for implementation AY2019, starting Fall 2019	

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30	
July 19	August 19
1 2 3 4 5 6	1 2 3
7 8 9 101112134	5 6 7 8 9 10
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28293031	25262728293031

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