

# GENERAL TIMELINE FOR ACADEMIC CHANGES

## June

### Provost Office

#### June 1st

- Prepare Department and Program forms on [staff.dunwoody.edu](http://staff.dunwoody.edu) for the upcoming academic year
- Review/revise academic plan template and course form for the upcoming academic year
- Curriculum & Assessment Specialist notifies Deans and Managers that forms are ready
- Curriculum & Assessment Specialist schedules meetings with program area regarding Academic Plan updates
  - Meeting includes A&S, Vice-Provost, Registrar and Curriculum & Assessment Specialist

#### June 30th

- Curriculum & Assessment Specialist sends list of active courses to Deans and Managers

### Deans/Managers

#### June 30th

- Obtain approval from Provost if credit changes are anticipated to academic plan
- Notify provost of any changes requiring MOHE or HLC approval
- Submit forms to deactivate courses no longer being taught so that they do not get printed in the 2018-2019 catalog or priced for 2019-2020

## JULY

### Provost Office

#### July 1st

- Publish the Faculty Handbook for New Faculty Orientation and Faculty In-Service
- Student Handbook/Catalog and Employee Handbooks are also published

## AUGUST

### Provost Office

#### August 30th

- Curriculum & Assessment Specialist reviews finalized department and program forms then notifies Marketing, Vice President of Enrollment, Vice-Provost and Provost

### Deans/Managers

#### August 1st

- Complete Department Form ([https://staff.dunwoody.edu/Departments/Academic\\_Administration/Lists/Department%20Form%20v10/Allitemsg.aspx](https://staff.dunwoody.edu/Departments/Academic_Administration/Lists/Department%20Form%20v10/Allitemsg.aspx)) and Program Form (<https://>

[staff.dunwoody.edu/Departments/Academic\\_Administration/Lists/Program%20Form/All%20Data.aspx](http://staff.dunwoody.edu/Departments/Academic_Administration/Lists/Program%20Form/All%20Data.aspx)) on [staff.dunwoody.edu](http://staff.dunwoody.edu)

- Submit 2019 Spring and Summer Tech sections to Registrar

#### August 15th

- Submit 2019 Spring and Summer A&S sections to Registrar

### Registrar

#### August 31st

- Enter 2019 Spring and Summer sections in PowerCAMPUS
- Send section audit to Deans and Managers to finalize

## SEPTEMBER

### Deans/Managers

#### September 15th

- Submit Academic Plan outline and Course Forms to Curriculum & Assessment Specialist

### Finance/IT/ Student Accounts/Accounting/Bookstore

#### September 1st

- Bookstore sends request to faculty for book orders

#### September 30th

- Finance Board Meeting
  - Review proposed budget assumptions including tuition rate change
- Finalize fees (device, learning technology, activity)

## OCTOBER

### Provost Office

#### October 25th

- Curriculum & Assessment Specialist prepares summary of Academic Plan changes and sends to Provost and Vice Provost

#### October 31st

- Curriculum & Assessment Specialist finalizes Academic Plans, Course Forms and Course Outcome Summaries, and notifies Deans & Managers, Registrar, Finance and Marketing with the summary of changes

### Deans/Managers

#### October 15th

- Three week advising period begins (10/15 - 11/2)

#### October 19th

- Book orders due to Bookstore

### Registrar

#### October 1st - 12th

- Degree audit review with Deans & Managers

**Finance/IT/ Student Accounts/Accounting/Bookstore**

October 31st

- Full Board Meeting to review/approve proposed budget assumptions, including tuition rate change
- Present year over year changes to program pricing to Provost and CFO for approval, and subsequent review with President's Cabinet
- Final fall tuition payment due

## NOVEMBER

**Deans/Managers**

November 5th

- All book orders are to be submitted to the Bookstore before registration opens

*NOTE: Bookstore system updates section changes every Monday*

November 15th

- Receive Course Fees, Estimated Book Costs and Supplies Worksheet from Finance

November 30th

- Course Fees, Estimated Book Costs and Supplies Worksheet to be completed
- Syllabi submitted to Vice Provost

**Registrar**

November 5th

- Registration opens for Spring/Summer 2019
- Enter new and modified courses in PowerCAMPUS
- Submit list of all active courses to Finance for the preparation of Course Fees, Estimated Book Costs and Supplies Worksheet

November 30th

- Enter academic plan in PowerCAMPUS

*NOTE: This affects transfer evaluations*

**Finance/IT/ Student Accounts/Accounting/Bookstore**

November 15th

- Finance forwards the Course Fees, Estimated Book Costs and Supplies Worksheet to Deans and Managers for updates

## DECEMBER

**Provost Office**

December 15th

- Vice Provost submits paperwork to MOHE and HLC for program changes
  - 6 months needed for approval
- Stakeholders should be notified of new program submittals to prep for implementation

- Curriculum & Assessment Specialist notification to internal stakeholders of changes not requiring HLC & MOHE approval
- Curriculum & Assessment Specialist informs stakeholders of pending approvals

**Deans/Managers**

December 1st

- Submit forms to deactivate courses that are no longer being taught so that they do not get printed in the 2019-2020 catalog or priced for 2020-2021

**Finance/IT/ Student Accounts/Accounting/Bookstore**

December 31st

- Finance calculates program cost including course fees, estimated book costs, supplies and forwards the tuition and fee amounts per course to Registrar
- Accounting sets up new tuition change codes
- IT & Student Accounts sets up assessment rules
- Finance posts the finalized tuition information on staff.dunwoody and notifies the posting to internal stakeholders

**Marketing/Financial Aid/Admissions**

December 31st

- Financial Aid enters tuition/fees in PowerFAIDS
- FASFA processing can begin when tuition, fees and scholarships from Institutional Advancement are finalized

## JANUARY

**Registrar**

January 31st

- Enter tuition and fees into PowerCAMPUS

**Marketing/Financial Aid/Admissions**

January 31st

- Marketing completes promotion materials and updates website

## FEBRUARY

**Deans/Managers**

February 1st

- Submit 2019 Fall & 2020 Spring/Summer Tech sections to Registrar

February 15th

- Submit 2019 Fall & 2020 Spring/Summer A&S sections to Registrar

February 28th

- Review section audit and return to Registrar

**Registrar**

February 28th

- Audit and enter 2019 Fall sections in PowerCAMPUS

#### **Finance/IT/ Student Accounts/Accounting/Bookstore**

##### February 28th

- Bookstore sends request to faculty for book orders
- Formal budget kick-off

## **MARCH**

#### **Deans/Managers**

##### March 15th

- All book orders are to be submitted to the Bookstore before registration opens

*NOTE: Bookstore system updates section changes every Monday*

#### **Finance/IT/ Student Accounts/Accounting/Bookstore**

##### March 20th

- Final Spring tuition payment due

## **APRIL**

#### **Registrar**

##### April 1st

- Registration opens for Fall 2019 for new and returning students

#### **Finance/IT/ Student Accounts/Accounting/Bookstore**

##### April 1st

- Student Accounts begins assessing new and returning students

## **MAY**

#### **Provost Office**

##### May 1st

- Curriculum & Assessment Specialist notifies Registrar and all stakeholders of MOHE approvals for program changes and additions (i.e. program title changes, department changes, etc.)

*NOTE: stakeholders should be notified of new program approvals as soon as possible to deal with all the internal set-up required (see Check List for New Program Implementation document on staff.dunwoody)*

#### **Deans/Managers**

##### May 1st

- Final opportunity to deactivate courses so they are not published in the Student Handbook/Catalog