

# Approval Deadlines and Effective Dates

## 1 Proposed Rules

### 1.1 Definitions

1. A *minimal proposal* is:
  - (a) A course update in which no changes are being proposed to any of the following items ... [to be filled in later]; or
  - (b) A program update in which no changes are being proposed to any of the following items ... [to be filled in later].
2. A *non-minimal proposal* is any other proposal.

### 1.2 Rules

1. We approve minimal proposals in both the Fall and the Spring.
2. Any minimal proposal approved between such and such dates [late Spring to mid Fall] goes into effect at the start of the next Spring semester.
3. Any minimal proposal approved between such and such dates [late Fall to mid Spring] goes into effect at the start of the next Fall semester.
4. We approve non-minimal proposals in the Fall, but not in the Spring.
5. Any non-minimal proposal approved by the last meeting of Fall goes into effect at the start of the next Fall.

## 2 Exceptions to the Rules

We allow exceptions to the rules under special circumstances, such as when:

- Violating a rule is necessary in order to comply with state law or guidelines.
- Violating a rule is necessary in order to comply with district policy.
- Violating a rule is necessary in order to avoid significant harm to students.

A faculty member requesting an exception must communicate in writing to the Chair why an exception is justified in the particular case at issue. A vote of the committee will determine whether the request is granted.