DATE: September 4, 2008

TO: College Deans
Department Chairpersons
Department Secretaries
College Curriculum Chairpersons
University Educational Policies Committee Chairperson
Graduate Council Chairperson

FROM: Diana Demetrulias
Vice Provost

SUBJECT: Deadline Dates for Submission of Course Proposals

The following deadlines have been established for submitting course proposals for Summer/Fall 2009, Winter/Spring 2010, Summer/Fall 2010, and Winter/Spring 2011. The dates were established with sensitivity to the time pressures placed on chairs of departments and curriculum committees. They also are responsive to the publication deadlines necessary for class scheduling, catalogs, and academic advising. The dates have been aligned to follow the Integrated Course, Enrollment, Workload, and Budget Planning processes. Your adherence to these deadlines is appreciated.

**Deadline for Summer/Fall 2009 Class Schedule and 2009/10 Catalog**

October 24, 2008
New/modified course proposals for **General Education, Liberal Studies, and WP status** for committee review due to the Office of Academic Programs from the Deans

December 12, 2008
New/modified course proposals due to the Office of Academic Programs from the Deans

January 16, 2009
New/modified course proposals due to Class Schedule Coordinator from the Office of Academic Programs

**Deadline for Winter/Spring 2010 Class Schedule**

February 27, 2009
New/modified course proposals for **General Education, Liberal Studies, and WP status** for committee review due to the Office of Academic Programs from the Deans

March 20, 2009
New/modified course proposals due to the Office of Academic Programs from the Deans

April 24, 2009
New/modified course proposals due to the Class Schedule Coordinator from the Office of Academic Programs
Deadline for Summer/Fall 2010 Class Schedule and 2010/11 Catalog

October 23, 2009  New/modified course proposals for General Education, Liberal Studies, and WP status for committee review due to the Office of Academic Programs from the Deans

December 11, 2009  New/modified course proposals due to the Office of Academic Programs from the Deans

January 15, 2010  New/modified course proposals due to Class Schedule Coordinator from the Office of Academic Programs

Deadline for Winter/Spring 2011 Class Schedule

February 26, 2010  New/modified course proposals for General Education, Liberal Studies, and WP status for committee review due to the Office of Academic Programs from the Deans

March 19, 2010  New/modified course proposals due to the Office of Academic Programs from the Deans

April 23, 2010  New/modified course proposals due to the Class Schedule Coordinator from the Office of Academic Programs

DMD:rc

cc:  W. Covino
     R. Pugh
     L. Bernardo
     A. Mazzina
     N. Dunavan
Deadline for Summer/Fall 2010 Class Schedule and 2010/11 Catalog
October 23, 2009  New/modified course proposals for General Education, Liberal Studies, and WP status for committee review due to the Office of Academic Programs from the Deans
December 11, 2009  New/modified course proposals due to the Office of Academic Programs from the Deans
January 15, 2010  New/modified course proposals due to Class Schedule Coordinator from the Office of Academic Programs

Deadline for Winter/Spring 2011 Class Schedule
February 26, 2010  New/modified course proposals for General Education, Liberal Studies, and WP status for committee review due to the Office of Academic Programs from the Deans
March 19, 2010  New/modified course proposals due to the Office of Academic Programs from the Deans
April 23, 2010  New/modified course proposals due to the Class Schedule Coordinator from the Office of Academic Programs

DMD:dk
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