

September 9, 2013

TO: DEANS/DEPARTMENT AND PROGRAM CHAIRS

FR: RICHARD SMITH, CHAIR
COMMITTEE ON COURSES

RE: DEADLINES FOR SUBMISSION OF COURSE PROPOSALS FOR 2014-15

The deadlines for course submission for the 2014-2015 Academic Year are listed in the following two tables in different formats for your convenience.

Please share this information with the appropriate staff in your department.

DEADLINES BY DEADLINE DATE:

FRIDAY, NOVEMBER 15, 2013

- **Graduate** courses effective **Summer 2014** and the courses they affect

MONDAY, DECEMBER 2, 2013

- Undergraduate Courses effective **Summer 2014**
- Courses for new programs effective **Fall 2014** (including those for faculty whose first day of employment is January 1, 2014, or later)
- Courses effective **Fall 2014** (for faculty whose first day of employment is prior to January 1, 2014)
 - Cross-listed courses
 - Renumbered courses
 - Courses deleted per the Not Offered for Four Years (NOFY) Report (Note: All courses deleted per the NOFY report must be effective Fall 2014.)
 - Graduate courses
- Courses affected by courses in the categories listed above under this deadline.

FRIDAY, JANUARY 31, 2014

- Courses effective **Fall 2014** that were not due earlier
- Courses effective **Winter 2015** for the *2014-2015 General Catalog* that were not due earlier
- Courses effective **Spring 2015** for the *2014-2015 General Catalog* that were not due earlier
- Courses affecting undergraduate programs going to the May 2014 Senate meeting that were not due earlier
- Courses affected by courses in the categories listed above under this deadline

FRIDAY, MAY 30, 2014

- Courses effective **Winter 2015** that were not due earlier (Note: These courses will not appear in the *2014-2015 General Catalog*)
- Courses affecting undergraduate programs going to the November 2014 Senate meeting that were not due earlier

- Courses affected by courses in the categories listed above under this deadline

FRIDAY, OCTOBER 31, 2014

- Courses effective **Spring 2015** that were not due earlier (Note: These courses will not appear in the *2013-2014 General Catalog*)
- Courses affecting undergraduate programs going to the February 2015 Senate meeting that were not due earlier
- Courses affected by courses in the categories listed above under this deadline

DEADLINES BY EFFECTIVE QUARTER:

SENATE MEETINGS - Courses Affecting Undergraduate Programs Going to Senate Meetings and Courses They Affect

- Courses effective **Summer 2014, Fall 2014, Winter 2015, and Spring 2015** – See the appropriate deadline under the applicable effective term listed below.
- Courses effective **Summer 2015 or later**
 - May 2014 Senate meeting - Due Friday, January 31, 2014
 - November 2014 Senate Meeting – Due Friday, May 30, 2014
 - February 2015 Senate meeting – Due Friday, October 31, 2014

2014-2015 GENERAL CATALOG – New/Changed/Deleted/Restored Courses and Courses they affect
See the appropriate deadline listed below for courses effective Summer 2014, Fall 2014, Winter, 2015, or Spring 2015.

SUMMER 2014 - Courses Effective Summer 2014 and Courses They Affect

Note: These deadlines are also for the *2014-2015 General Catalog* and courses affecting undergraduate programs going to the May 2014, November 2014, and February 2015 Senate meetings.

- Graduate courses - Due Friday, November 15, 2013
- Undergraduate courses - Due Monday, December 2, 2013

FALL 2014 - Courses Effective Fall 2014 and Courses They Affect

Note: These deadlines are also for the *2014-2015 General Catalog* and courses affecting undergraduate programs going to the May 2014, November 2014, and February 2015 Senate meetings.

- For Faculty Whose First Day of Employment Is Prior to January 1, 2014
 - Undergraduate courses
 - Courses for new programs effective Fall 2014 – Due Monday, December 2, 2013
 - Cross-listed courses – Due Monday, December 2, 2013
 - Renumbered courses – Due Monday, December 2, 2013
 - Courses deleted per the Not Offered for Four Years (NOFY) Report (Note: All courses deleted per the NOFY Report must be effective Fall 2014.) – Due Monday, December 2, 2013
 - All other undergraduate courses - Due Friday, January 31, 2014
 - Graduate courses – Due Monday, December 2, 2013
- For Faculty Whose First Day of Employment Is January 1, 2014, or Later
 - Courses for new programs effective Fall 2014 – Due Monday, December 2, 2013
 - All other undergraduate and graduate courses - Due Friday, January 31, 2014

WINTER 2015 - Courses Effective Winter 2015 and Courses They Affect

Note: If more than one deadline below applies, a course must meet the earliest one.

- Courses that affect new programs effective Fall 2014 – Due Monday, December 2, 2013
- Courses for the 2014-2015 General Catalog – Due Friday, January 31, 2014
- Courses affecting undergraduate programs going to the following Senate Meetings:
 - May 2014 Senate Meeting - Due Friday, January 31, 2014
 - November 2014 Senate Meeting - Due Friday, May 30, 2014
 - February 2015 Senate Meeting - Due Friday, May 30, 2014
- All other undergraduate and graduate courses – Due Friday, May 30, 2014

SPRING 2015 - Courses Effective Spring 2015 and Courses They Affect

Note: If more than one deadline below applies, a course must meet the earliest one.

- Courses that affect new programs effective Fall 2014 – Due Monday, December 2, 2013
- Courses for the 2014-2015 General Catalog – Due Friday, January 31, 2014
- Courses affecting undergraduate programs going to the following Senate Meetings:
 - May 2014 Senate Meeting - Due Friday, January 31, 2014
 - November 2014 Senate Meeting – Due Friday, May 30, 2014
 - February 2015 Senate Meeting - Due Friday, October 31, 2014
- All other undergraduate and graduate courses – Due Friday, October 31, 2014

***Courses Numbered 300-499:**

Submission deadlines for proposals for courses numbered 300-499 are usually earlier than those listed above. Contact the Registrar's Office for submission deadlines for these courses.

Cc: Registrar, Catalog Editor, and Courses Specialist
2013-14 Chairs, Committee on Educational Policy and Graduate Council