


September 19, 2014

To: Deans and Department and Program Chairs

From: Philip Brisk, Chair 
Committee on Courses

Re: Deadlines for Submission of Course Proposals for 2015-2016 Academic Year

Please see the following deadlines for course proposal submission for courses to be offered in the 2015-2016 Academic Year. This schedule is also posted on the Committee on Courses page of the Academic Senate website located at: <http://senate.ucr.edu/committee/?do=info&id=8>.

Since we are unable to maintain current listings of each department's Staff Administrative Officer as well as the departmental staff members responsible for preparing course proposals, please share this information with the appropriate staff in your department.

Please note that course proposals can be submitted any time prior to the final deadlines listed below.

Courses with the Effective Term Summer 2015 and the Courses they Affect:

- Graduate Courses due by November 14, 2014
- Undergraduate Courses due by December 1, 2014

Courses with the Effective Term Fall 2015 and Courses they Affect:

- Graduate Courses due by December 1, 2014
- Undergraduate cross-listed and renumbered courses due by December 1, 2014
- All Other Undergraduate Courses due by January 30, 2015

Deadline for Courses to Appear in 2015-2016 General Catalog:

- January 30, 2015
(Please note that courses with the effective term Winter 2016 and Spring 2016 can still be submitted after January 29, 2015 and be offered and listed in the Schedule of Classes, however they will not appear in the General Catalog.)

Courses with the Effective Term Winter 2016 and Courses they Affect:

- Graduate and Undergraduate Courses due by May 29, 2015

Courses with the Effective Term Spring 2016 and Courses they Affect:

- Graduate and Undergraduate Courses due by October 30, 2015

Attachment: Academic Senate General Course Proposal Approval Process

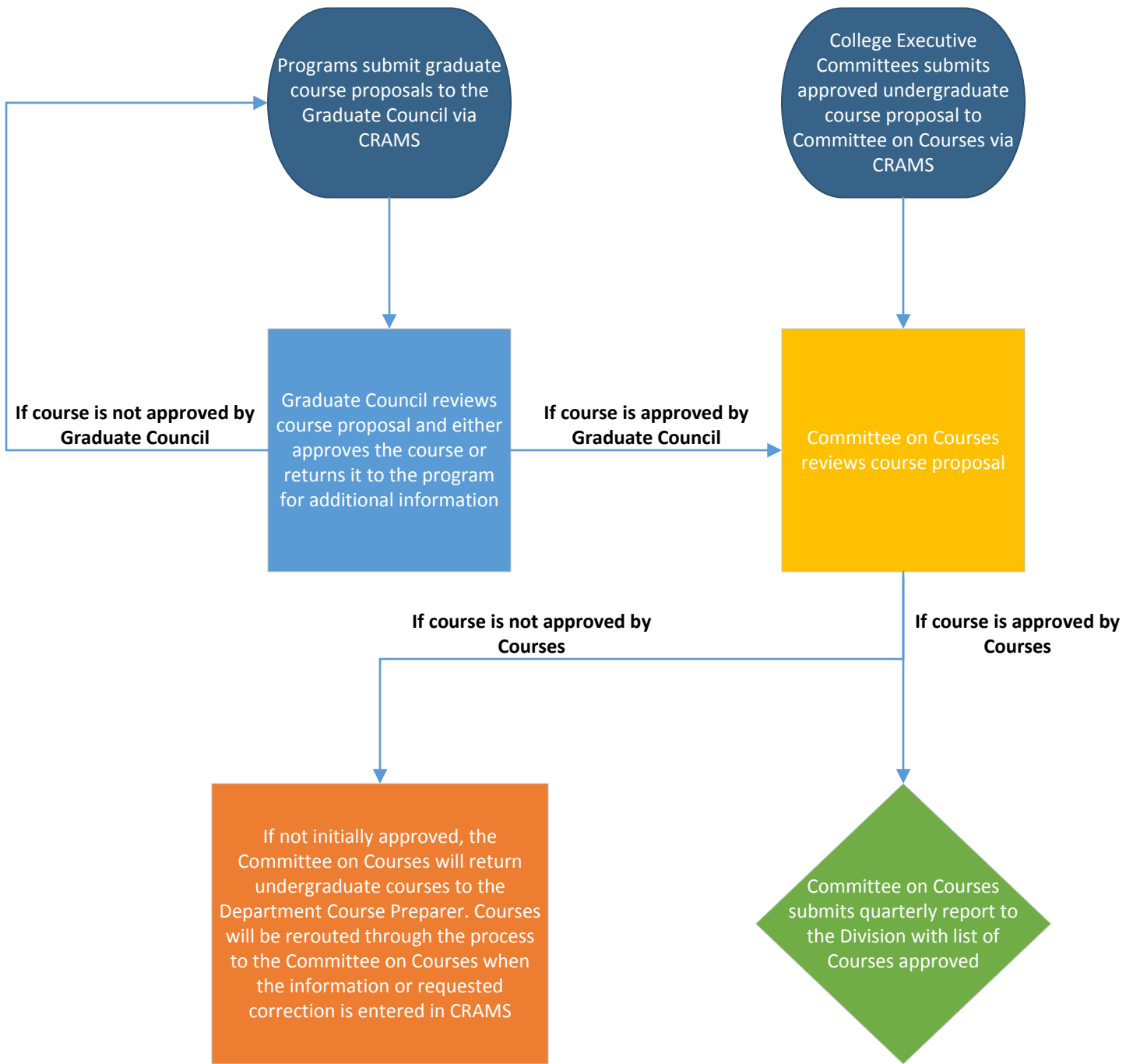
cc: Registrar, Catalog Editor, and Courses Specialist
Chair, Committee on Educational Policy & Graduate Council

Academic Senate General Course Proposal Approval Process

Faculty creates new course or proposes changes to existing course. Upon Departmental approval, the proposal is entered into the CRAMS system and reviewed by the Registrar's office

Graduate Courses

Undergraduate Courses



***Please note that some courses including those from GSoE, SoBA, SoM, and the Honors Program have different course proposal processes. For detailed course proposal processes for all courses please see the Office of the Registrar's webpage (<http://registrar.ucr.edu/crams/course-proposal/approval-routing.aspx>).*