


September 1, 2017

To: Deans and Department and Program Chairs

From: Wee Liang Gan, Chair 
Committee on Courses

Re: Deadlines for Submission of Course Proposals for 2018-2019 Academic Year

Please see the following deadlines for course proposals to be considered for approval for 2018-2019 Academic Year effective terms. In order for these proposals to be considered for approval they must be submitted to the Registrar's CRAMS queue no later than 5PM on the dates listed below. **Please note that proposals can be submitted for any term well in advance of the final deadlines listed below. Additionally, please be reminded that the submission of course proposals by the deadlines does not guarantee that they will be approved for the selected effective term.**

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.

Courses with the Effective Term Summer 2018 and the Courses they affect:

- Graduate Courses due by November 6, 2017
- Undergraduate Courses due by December 1, 2017

Courses with the Effective Term Fall 2018 and Courses they affect:

- Graduate Courses due by December 1, 2017
- Undergraduate cross-listed and renumbered courses due by December 1, 2017
- All Other Undergraduate Courses due by January 31, 2018

Deadline for Courses to Appear in 2018-2019 General Catalog:

- January 31, 2018
(Courses with the effective term Winter 2019 and Spring 2019 can still be submitted after January 31, 2018 and be offered and listed in the Schedule of Classes, however they will not appear in the General Catalog pdf version.)

Courses with the Effective Term Winter 2019 and Courses they affect:

- Graduate Courses due by April 24, 2018
- Undergraduate Courses due by May 8, 2018

Courses with the Effective Term Spring 2019 and Courses they affect:

- Graduate and Undergraduate Courses due by October 23, 2018

Attachment: Academic Senate General Course Proposal Approval Process

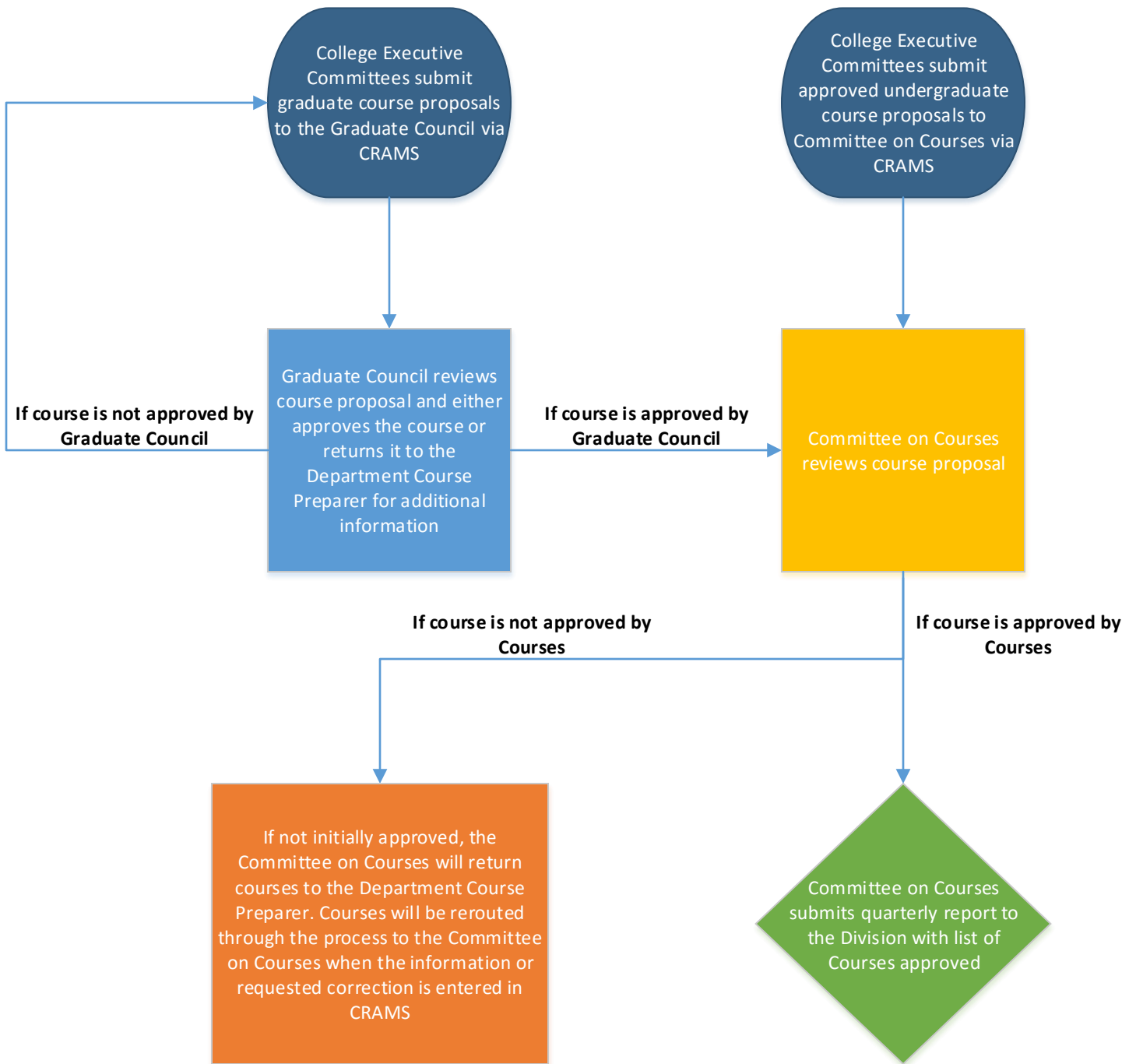
cc: Registrar, Catalog Editor, and Courses Specialist
Chair, Committee on Educational Policy & Graduate Council

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 by the Department Course Preparer and then reviewed by the Registrar's office

Graduate Courses

Undergraduate Courses



***Please note that some courses including those from GSoE, SoBA, SoM, SPP, 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/index.html>).*