July 24, 2003

To: Deans
Department and Program Chairs
MSOs

From: Stephen Wimpenny, Chair
Committee on Courses

Re: Deadline for Submission of Course Proposals for 2004-05

Please read and discuss this memo with your faculty, MSOs, and appropriate staff members. The load on the courses office over the last two academic years has remained at a very high level, well above that of previous years. In order to maintain an acceptable turnaround for the submission/review process it will be necessary to retain the procedure that was introduced last year. For AY 04/05 this is summarized below.

- **Course form submissions for the 2004-05 academic year will have a single submission deadline of December 3, 2003.** Departments and programs must use Fall Quarter 2003 to devise their curricular plans for the entire academic year 2004-2005. In addition to minimizing last-minute changes and requests for exceptions to standard policies and deadlines, advance planning facilitates student advising, especially for interdisciplinary majors. Note that the single deadline applies to the normal submission of course forms only; room scheduling requirements may impose additional deadlines. **Incomplete or incorrect course forms will not be submissible, nor will the Courses Office be able to make corrections by memo. This process was discontinued last year.** Staff members will be held responsible for correct preparation and timely submission of forms, including the advance correction of common errors, e.g., prerequisite lists, form and length of catalog descriptions. Faculty should understand that departmental staff members cannot be expected to create catalog descriptions, to provide justifications for curricular actions, or to create/allocate activities for academic credit. Faculty members are responsible for providing staff with information on academic content needed to submit course forms.

- **An exception to the single annual deadline will be permitted in the case of courses that will be offered by new faculty hires.** In the case of faculty hired after January 1, 2004, the deadline for submission of course forms for academic year 2004-2005 is extended to April 1, 2004. Departmental administrators and staff should work with new faculty hires to develop course proposals as soon as hiring is confirmed. If hiring is delayed, it may be possible to process forms beyond this deadline on a case-by-case basis, but catalog listing is precluded. **New courses that significantly impact existing courses or curricula cannot be processed after the April 1 deadline.**

cc: Registrar, Catalog Editor, and Courses Coordinator
Chairs, Committee on Educational Policy and Graduate Council
Graduate/Undergraduate Secretaries