



**MEMORANDUM, DCD #11, 2014-15**

Date: 14 April 2015

To: Department Chairs and Centre Directors

From: Mark Schmuckler, Vice-Dean, Undergraduate

Re: 2016-17 Call for Undergraduate Curriculum

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This is a formal request for undergraduate curriculum proposals for 2016-17. Copies of the appropriate 2016-17 forms are available on the Dean's website at:

<http://www.utsc.utoronto.ca/~vpdean/curriculum.html>

The deadlines for submission are as follows:

Proposal Type	Deadline
Major Modifications and associated new courses	Monday July 6, 2015
Program Closures	Monday July 6, 2015
Minor Modifications, including: <ul style="list-style-type: none"><li>• Minor Program Changes</li><li>• New Courses not associated with New Programs and Major Modifications</li><li>• Course Deletions,</li><li>• Course Changes</li></ul>	Monday October 5, 2015

New undergraduate program proposals will be handled on an individual basis. For copies of the necessary proposal templates, contact Annette Knott.

Given the high volume of curricular change submissions, the Calendar production schedule, and the needs of governance the Dean's Office will adhere strictly to the deadlines indicated above.

All submissions should be sent to Annette Knott ([aknott@utsc.utoronto.ca](mailto:aknott@utsc.utoronto.ca)) in an MS Word format.

If you have any questions or require assistance in the preparation of submissions, please do not hesitate to contact Annette or me.