



MEMORANDUM, DCD #09, 2012-13

Date: 4 March 2013

To: Department Chairs and Centre Directors

From: John Scherk, Vice-Dean, Undergraduate *J. S.*

Re: 2014-15 Call for Curriculum

This is a formal request for curriculum proposals for 2014-15. Copies of the appropriate 2014-15 forms will be available by no later than Monday April 8, 2013 on the Dean's website at:

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

The deadlines for submissions are as follows:

	Deadline
Major Modifications and associated new courses	Monday July 1, 2013
Program Closures	Monday July 1, 2013
Minor Program Changes including New Courses not associated with New Programs and Major Modifications, Course Deletions, Course Changes	Tuesday October 1, 2013

The development and approval of a new program can be a lengthy process. For this reason, proposals for new programs are no longer included in the Call for Curriculum; instead, each new program proposal will be handled on an individual basis. Consultation with the Dean's Office regarding your new program should begin as early as possible. For copies of the necessary proposal templates, contact Annette Knott.

All submissions should be sent to Annette Knott (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.