



**MEMORANDUM, DCD #07, 2013-14**

Date: 3 March 2014

To: Department Chairs and Centre Directors

From: Mark Schmuckler, Vice-Dean, Undergraduate *MS*

Re: 2015-16 Call for Undergraduate Curriculum

This is a formal request for undergraduate curriculum proposals for 2015-16. Copies of the appropriate 2015-16 forms will be available April 1, 2014 on the Dean's website at:

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

The deadlines for submissions are as follows:

<b>Proposal Type</b>	<b>Deadline</b>
Major Modifications and associated new courses	Wednesday July 2, 2014
Program Closures	Wednesday July 2, 2014
Minor Program Changes including New Courses not associated with New Programs and Major Modifications, Course Deletions, Course Changes	Monday September 8, 2014

The development and approval of new undergraduate programs are no longer included in the Call for Undergraduate Curriculum; instead, each new undergraduate program proposal will be handled on an individual basis. Consultation with the Dean's Office regarding your new undergraduate 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](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.