



MEMORANDUM, DCD #04, 2014-15

To: Chairs and Academic Directors

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

Date: 12 September 2014

Re: 2015-16 Undergraduate Curriculum Cycle and Calendar Production Schedules

Each year, the Dean's Office gives very careful consideration to the timelines needed to ensure curricular change proposals are reviewed and, where necessary, approved by governance, and the academic Calendar is updated so as to go "live" each March. The Calendar production schedule starts in October of each year and is completed in March of the following year, which is very tight given the large number of curricular changes we receive each year. Your cooperation and adherence to the schedule is essential for us to meet the March publication date for the Calendar.

Important deadlines for the submission of curricular change proposals were provided in DCD Memorandum #7 (April 9, 2014): Call for Curriculum. Other key deadlines are given in the 2015-16 Undergraduate Curriculum Cycle and Calendar Production Schedules attached to this Memorandum, and posted to the Dean's website at: <http://www.utsc.utoronto.ca/~vpdean/curriculum.html>. Some highlights include:

Date	Item
Wed October 1, 2014	Deadline to submit minor curricular change proposals.
<ul style="list-style-type: none"> • Tues September 9, 2014 • Mon Nov 10, 2014 • Thurs Jan 8, 2015 • Tues Feb 10, 2015 	Meeting dates for UTSC Academic Affairs Committee at which curricular change proposals can be approved.
Wed Oct 1 through Friday Dec 19, 2014	Online Calendar Tool (OLC) is open to Unit Users for editorial changes. Note: the OLC closes for editorial changes on December 20, 2014. No further editorial changes may be made after this date.
Mon Jan 19 through Sun Feb 15, 2015	Dean's Office implements approved curricular changes in the OLC.
Mon Feb 16 through Sun March 8, 2015	All Calendar stakeholders proofread their sections of the Calendar.
Mon March 16, 2015	Web Calendar goes "live".

When working on your curricular changes and Calendar section updates, please adhere to the timelines in the attached schedules. Your department's/unit's adherence to these deadlines is essential. If you have any questions, please do not hesitate to contact Annette or myself.