



**MEMORANDUM, DCD #9, 2015-16**

Date: 12 April 2016

To: Department Chairs and Centre Directors

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

Re: 2017-18 Call for Undergraduate Curriculum

This is a formal request for undergraduate curriculum proposals for 2017-18. Copies of revised proposal templates for 2017-18 are available on the Dean's website at:

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

The deadlines for submission are as follows:

<b>Proposal Type</b>	<b>Deadline</b>
Major Modifications and associated new courses	Monday July 4, 2016
Program Closures	Monday July 4, 2016
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 3, 2016

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.