



**MEMORANDUM, DCD #10, 2016-17**

To: Chairs and Academic Directors  
 From: Mark Schmuckler, Vice-Dean Undergraduate  
 Date: 10 May 2017  
 Re: 2018-19 Call for Undergraduate Curriculum

This is a formal request for undergraduate curriculum proposals for the 2018-19 academic year. Proposal templates for 2018-19 are available from the Academic Programs Officer (Annette Knott) at [aknott@utsc.utoronto.ca](mailto:aknott@utsc.utoronto.ca).

The deadlines for submission are provided below. 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 these deadlines.

Proposal Type	Deadline
Major modifications* and associated new courses	Monday August 1, 2017
*Only major modifications that have been approved to go forward by the Dean's Office may be submitted.	
Program closures	Monday August 1, 2017
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 retirements/deletions</li> <li>• Course changes</li> </ul>	Monday October 2, 2017

All major modification proposals must be given the green light to proceed by the Dean's Office **before** they can be formally submitted to the Dean's Office for review. Chairs and Directors should reach out to the Academic Programs Officer as early as possible to schedule a meeting to discuss the proposal, and in particular its resource implications. New undergraduate program proposals are handled on an ad hoc basis. Chairs and Directors should contact the Academic Programs Officer to initiate this process.

All submissions for major modifications, new programs, and program closures must be submitted on the appropriate proposal template, in MS Word format, to the Academic Programs Officer. All course proposals (new, changes, retirements/deletions) and all minor program modifications must be submitted through the Curriculum Manager (CM) system.

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