



MEMORANDUM, DCD #13, 2017-18

To: Chairs and Academic Directors
 From: Mark Schmuckler, Vice-Dean Undergraduate, vdundergrad@utsc.utoronto.ca *WMS*
 Date: 30 May 2018
 Re: 2019-20 Undergraduate Call for Curriculum

This is a formal request for undergraduate curriculum change proposals for the 2019-20 academic year. 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 strictly adhere to these deadlines.

Proposal Type	Deadline
Major modifications and associated new courses	Wednesday August 8, 2018
Minor modifications, including: <ul style="list-style-type: none"> • Minor program changes to existing programs • New courses not associated with new programs and major modifications • Course retirements/deletions • Course changes 	Monday October 15, 2018

Proposals for brand new undergraduate programs and program closures will be handled on an ad hoc basis. Chairs and Directors should reach out to the Vice-Dean Undergraduate or the Academic Programs Officer (Annette Knott at aknott@utsc.utoronto.ca) as early as possible to discuss the proposal. Proposals for new programs and all types of major modifications must be given the green light to proceed by the Vice-Dean Undergraduate. A meeting for the academic unit with the Dean, Vice-Dean and Assistant may be scheduled to review the proposal, and in particular its resource implications.

Proposals for new programs, major modifications [(1) new Freestanding Minor; (2) new Major or Specialist where there is an existing Major or Specialist; (3) modifications to an existing program, including adding or closing formal streams; (4) new Combined Degree programs; (5) new Double Degree programs], program closures, and minor modifications to introduce a new Minor where there is an existing Major or Specialist must be submitted on the appropriate proposal template, in MS Word format; templates can be requested from the Academic Programs Officer.

All minor program modifications (excepting a new Minor where there is an existing Major or Specialist), and all types of course proposals (new courses, course changes, course retirements/deletions) must be submitted to the Dean's Office through the Curriculum Manager (CM) system. Proposal templates (in Word format) are available for departmental use on the Dean's website at (<http://www.utsc.utoronto.ca/vpdean/programs-curriculum>) or from the Programs and Curriculum Coordinator (Sarah Chaudhry at ss.chaudhry@utoronto.ca).

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