

**Notes:**

1. Proposal deadlines refer to the deadlines for submission or action of proposals for new courses and all other curricular proposals.
2. Travel Study and Special Course deadlines refer only to course proposals for those types of courses.
3. Dual-listed courses, please note that UCC approval is needed in advance of the deadline for Graduate Council approval (per Curriculum Handbook, p. 3):  
Approval for, and changes in, dual-listed courses (those offered for both graduate and undergraduate level credit) must be obtained at both the undergraduate and the graduate level. Sponsors must first seek approval at the undergraduate level for the undergraduate course and/or course changes. Following the undergraduate level (signed by the Faculty Senate chair), the proposal should be forwarded to the Graduate Council.
4. CourseLeaf forms can be found at <http://www.uww.edu/acadaff/facstaff/curriculum>. Firefox is the recommended browser for viewing, completing and approving forms for most PC users. Chrome is the recommended browser for viewing, completing and approving forms for most MAC users.

## **CURRICULAR SCHEDULE 2016-2017**

**June 2016:**

13 Travel Study proposals due to Center for Global Education: **Deadline for Summer 2017 courses**

**August 2016:**

12 Travel Study proposals due to Associate Vice Chancellor: **Deadline for Summer 2017 courses**  
26 *Faculty Senate materials due*  
30 **Graduate Council materials due**  
31 **University Curriculum Committee materials due**

**September 2016:**

7 Fall classes begin 7:45 a.m.  
8 **Graduate Council meeting**  
9 **University Curriculum Committee meeting**  
9 Special Course and Domestic Travel proposals due to Associate Vice Chancellor: **Deadline for Spring 2017 courses**  
13 *Faculty Senate meeting*  
Spring 2016 Schedule of Classes department access ends  
14 **University Curriculum Committee materials due**  
20 Travel Study proposals due to Center for Global Education: **Deadline for Fall 2017 and Winterim 2018 courses**  
23 **University Curriculum Committee meeting**  
27 **Graduate Council materials due**  
27 *Faculty Senate materials due*  
28 **University Curriculum Committee materials due**

**October 2016:**

6 **Graduate Council meeting**  
7 **University Curriculum Committee meeting**  
10 Summer 2017 Schedule of Classes Departmental Access Begins  
11 *Faculty Senate meeting*  
12 **University Curriculum Committee materials due: Deadline for Summer 2017 proposals**  
13 **Travel Study proposals due to Associate Vice Chancellor: Deadline for Fall 2017 and Winterim 2018 courses**

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14 Special Course and Domestic Travel Study Proposals due to Associate Vice Chancellor: **Deadline for Summer 2017 courses**

17-21 **CourseLeaf – CIM and CAT – System closed – Refresh Catalog for Spring 2017 – Tentative (VIEW ONLY)**

21 **University Curriculum Committee meeting: Deadline for Summer 2017 proposals**

25 **Graduate Council materials due: Deadline for Summer 2017**

25 *Faculty Senate materials due: Deadline for Summer 2017 proposals*

26 **University Curriculum Committee materials due**

#### November 2016:

2 Fall 2017 Schedule of Classes Departmental Access Begins

3 **Graduate Council meeting: Deadline for Summer 2017 proposals**

4 **University Curriculum Committee meeting**

8 *Faculty Senate meeting: Deadline for Summer 2017 proposals*

9 **University Curriculum Committee materials due**

18 **University Curriculum Committee meeting**

22 Summer 2017 Schedule of Classes Department Access Ends

22 *Faculty Senate materials due*

29 **Graduate Council materials due**

30 **University Curriculum Committee materials due**

#### December 2016:

6 *Faculty Senate meeting*

8 **Graduate Council meeting**

9 **University Curriculum Committee meeting**

14 Fall Classes End

29 Winterim 2017 Begins

#### January 2017:

4 **University Curriculum Committee materials due: Deadline for Fall 2017 proposals**

13 Winterim 2016 Ends

13 **University Curriculum Committee meeting: Deadline for Fall 2017 proposals**

17 Spring classes begin 7:45 a.m.

20 Special Course and Domestic Travel Study proposals due to Associate Vice Chancellor: **Deadline for Fall 2017 and Winterim 2018**

24 **Graduate Council materials due: Deadline for Fall 2017 proposals**

25 **University Curriculum Committee materials due**

#### February 2017:

1 *Faculty Senate materials due: Deadline for Fall 2017 proposals*

2 **Graduate Council meeting: Deadline for Fall 2017 proposals**

3 Fall 2017 Schedule of Classes Departmental Access Ends

3 **University Curriculum Committee meeting**

7 *Faculty Senate Meeting: Deadline for Fall 2017 proposals*

8 **University Curriculum Committee materials due**

17 **University Curriculum Committee meeting**

21 **CourseLeaf – CIM and CAT – Refresh Catalog for Fall 2018- Tentative (SYSTEM REMAINS OPEN)**

21 *Faculty Senate materials due*

21 **Graduate Council materials due**

22 **University Curriculum Committee materials due**

**March 2017:**

- 2 **Graduate Council meeting**
- 3 **University Curriculum Committee meeting**
- 7 *Faculty Senate meeting*
- 8 **University Curriculum Committee materials due**
- 14 Travel Study proposals due to Center for Global Education: **Deadline for Spring 2018 courses**
- 17 **University Curriculum Committee meeting**
- 20 Spring Break March 21-25
- 21 *Faculty Senate materials due*
- 28 **Graduate Council materials due**
- 29 **University Curriculum Committee materials due for Winterim 2018 and Spring 2018 proposals**

**April 2017:**

- 6 **Graduate Council meeting**
- 7 **University Curriculum Committee meeting: Deadline for Winterim 2018 and Spring 2018 proposals**
- 11 *Faculty Senate meeting*
- 12 **University Curriculum Committee materials due**
- 14 Travel Study proposals due to Associate Vice Chancellor: **Deadline for Spring 2018 courses**
- 21 **University Curriculum Committee meeting**
- 25 *Faculty Senate materials due: Deadline for Winterim 2017 and Spring 2018 proposals*
- 25 **Graduate Council materials due: Deadline for Winterim 2018 and Spring 2018 proposals**

**May 2017:**

- 2 *Faculty Senate meeting: Deadline for Winterim 2018 and Spring 2018 proposals*
- 4 **Graduate Council meeting: Deadline for Winterim 2018 and Spring 2018 proposals**
- 12 Spring classes end
- 30 Summer 2017 Begins

<b>2016-17 General Education Review Committee Meeting Dates</b> (for reviewing proposed General Education course designations and revisions to Gened courses)  Within the CourseLeaf workflow, proposals need to reach the General Education Committee Chair one week in advance of committee meetings.		<b>2016-17 Diversity Committee Meeting Dates</b> (for reviewing proposed Diversity course designations and revisions to Diversity courses)  Within the CourseLeaf workflow, proposals need to reach the Diversity Committee Chair at least 8 business days in advance of committee meetings.	
September 16, 2016	February 10, 2017	September 7, 2016	February 8, 2017
October 14, 2016	March 10, 2017	October 5, 2016	March 1, 2017
November 11, 2016	March 31, 2017	November 2, 2016	March 29, 2017
December 9, 2016	April 28, 2017	December 7, 2016	

<b>2016-17 College of Arts and Communication Curriculum Committee Meeting</b>	<b>2016-17 College of Business and Economics Curriculum Committee Meeting</b>
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August 26, 2016 September 30, 2016 October 28, 2016 November 11, 2016	January 20, 2017 February 10, 2017 March 10, 2017 April 21, 2017	September 7, 2016 October 5, 2016 November 2, 2016 December 7, 2016	February 1, 2017 March 1, 2017 April 5, 2017
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<b>2016-17 College of Education and Professional Studies Curriculum Committee Meeting</b>	<b>2016-17 College of Letters and Sciences Curriculum Committee Meeting</b>
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September 8, 2016 October 13, 2016 November 10, 2016 December 8, 2016	February 9, 2017 March 9, 2017 April 13, 2017	September 8, 2016 September 22, 2016 October 6, 2016 October 20, 2016 November 3, 2016 November 17, 2016 December 8, 2016	February 2, 2017 February 16, 2017 March 2, 2017 March 16, 2017 April 6, 2017 April 20, 2017
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<b>2016-17 University Committee Due Dates &amp; Meeting Dates</b>
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MATERIALS DUE TO UCC	FALL SEMESTER MEETINGS
August 31, 2016	September 9, 2016
September 14, 2016	September 23, 2016
September 28, 2016	October 7, 2016
<b>October 12, 2016:</b> Deadline for Summer 2017 proposals	<b>October 21, 2016:</b> Last meeting for Summer 2016 proposals
October 26, 2016	November 4, 2016
November 9, 2016	November 18, 2016
November 30, 2016	December 9, 2016

MATERIALS DUE TO UCC	SPRING SEMESTER MEETINGS
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<b>January 4, 2017:</b> Deadline for Fall 2017 proposals	<b>January 13, 2017:</b> Last meeting for Fall 2017 proposals
January 25, 2017	February 3, 2017

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February 8, 2017	February 17, 2017
February 22, 2017	March 3, 2017
March 8, 2017	March 17, 2017
<b>March 29, 2017:</b> Deadline for Winterim 2018 and Spring 2018 proposals	<b>April 7, 2017:</b> Last meeting for Winterim 2018 and Spring 2018 proposals
April 12, 2017	April 21, 2017