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.

 **CURRICULAR SCHEDULE**

 **2015-2016**

June 2015:

15 Travel Study proposals due to Center for Global Education: **Deadline for Summer 2016 courses**

August 2015:

14 Travel Study proposals due to Associate Vice Chancellor: **Deadline for Summer 2016 courses**

25 Graduate Council materials due

25 *Faculty Senate materials due*

26 University Curriculum Committee materials due

September 2015:

2 Fall classes begin 7:45 a.m.

3 Graduate Council meeting

4 University Curriculum Committee meeting

4 Special Course and Domestic Travel proposals due to Associate Vice Chancellor: **Deadline for Spring**

 **2016 courses**

8 *Faculty Senate meeting*

9 Spring 2016 Schedule of Classes department access ends

9 University Curriculum Committee materials due

15 Travel Study proposals due to Center for Global Education: **Deadline for Fall 2016 and Winterim**

 **2017 courses**

18 University Curriculum Committee meeting

22 Graduate Council materials due: Deadline for Summer 2016 proposals

22 *Faculty Senate materials due*

23 University Curriculum Committee materials due

October 2015:

1 Graduate Council meeting

2 University Curriculum Committee meeting

7 Summer 2016 Schedule of Classes Departmental Access Begins

7 **University Curriculum Committee materials due: Deadline for Summer 2016 proposals**

13 *Faculty Senate meeting*

15 Travel Study proposals due to Associate Vice Chancellor: Deadline for Fall 2016 and Winterim 2017 courses

16 University Curriculum Committee meeting: Deadline for Summer 2016 proposals

16 Special Course and Domestic Travel Study Proposals due to Associate Vice Chancellor: **Deadline for**

 **Summer 2016 courses**

21 University Curriculum Committee materials due

27 Graduate Council materials due

27 *Faculty Senate materials due: Deadline for Summer 2016 proposals*

30 **University Curriculum Committee meeting**

November 2015:

4 Fall 2016 Schedule of Classes Departmental Access Begins

4 University Curriculum Committee materials due

5 Graduate Council meeting: Deadline for Summer 2016 proposals

10 *Faculty Senate meeting: Deadline for Summer 2016 proposals*

13 University Curriculum Committee meeting

18 University Curriculum Committee materials due

24 Summer 2016 Schedule of Classes Department Access Ends

24 Graduate Council materials due

24 *Faculty Senate materials due*

December 2015:

3 Graduate Council meeting

4 University Curriculum Committee meeting

8 *Faculty Senate meeting*

12 Fall Classes End

29 Winterim 2016 Begins

January 2016:

6 University Curriculum Committee materials due: Deadline for Fall 2016 proposals

15 Winterim 2016 Ends

15 University Curriculum Committee meeting: Deadline for Fall 2016 proposals

19 Spring classes begin 7:45 a.m.

22 Special Course and Domestic Travel Study proposals due to Associate Vice Chancellor: **Deadline for Fall**

 **2016 and Winterim 2017**

26 Graduate Council materials due: Deadline for Fall 2016 proposals

27 University Curriculum Committee materials due

February 2016:

2 *Faculty Senate materials due: Deadline for Fall 2016 proposals*

4 Graduate Council meeting: Deadline for Fall 2016 proposals

5 Fall 2016 Schedule of Classes Departmental Access Ends

5 University Curriculum Committee meeting

9 *Faculty Senate Meeting: Deadline for Fall 2016 proposals*

10 University Curriculum Committee materials due

19 University Curriculum Committee meeting

23 *Faculty Senate materials due*

23 Graduate Council materials due

24 University Curriculum Committee materials due

March 2016:

3 Graduate Council meeting

4 University Curriculum Committee meeting

8 *Faculty Senate meeting*

9 University Curriculum Committee materials due

15 Travel Study proposals due to Center for Global Education: **Deadline for Spring 2017 courses**

18 University Curriculum Committee meeting

21 Spring Break March 21-25

22 *Faculty Senate materials due*

29 Graduate Council materials due

30 University Curriculum Committee materials due for Winterim 2017 and Spring 2017 proposals

April 2016:

7 Graduate Council meeting

 8 **University Curriculum Committee meeting: Deadline for Winterim 2017 and Spring 2017**

 **proposals**

 12 *Faculty Senate meeting*

 13 University Curriculum Committee materials due

 15 Travel Study proposals due to Associate Vice Chancellor: **Deadline for Spring 2017 courses**

 22 University Curriculum Committee meeting

 26 *Faculty Senate materials due: Deadline for Winterim 2017 and Spring 2017 proposals*

 26 Graduate Council materials due: Deadline for Winterim 2017 and Spring 2017 proposals

**May 2016:**

3 *Faculty Senate meeting: Deadline for Winterim 2017 and Spring 2017 proposals*

5 Graduate Council meeting: Deadline for Winterim 2017 and Spring 2017 proposals

7 Spring classes end

31 Summer 2016 Begins

**2015-16 General Education Review Committee Meeting Dates**

(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.

2015-16 Diversity Committee Meeting Dates

 (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 11, 2015

October 9, 2015

 November 6, 2015

 December 11, 2015

 February 12, 2016

March 11, 2016

April 1, 2016

 May 2016 (Tentative)

 September 9, 2015

October 7, 2015

November 4, 2015

December 2, 2015

 February 10, 2016

 March 2, 2016

 March 30, 2016

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| **2015-16 University Committee Due Dates & Meeting Dates** |
| **MATERIALS DUE TO UCC** | **FALL SEMESTER MEETINGS** |
| August 26, 2015 | September 4, 2015 |
| September 9, 2015 | September 18, 2015 |
| September 23, 2015 | October 2, 2015 |
| **October 7, 2015:**Deadline for Summer 2016 proposals | **October 16, 2015:**Last meeting for Summer 2016 proposals |
| October 21, 2015 | October 30, 2015 |
| November 4, 2015 | November 13, 2015 |
| November 18, 2015 | December 4, 2015 |

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| **MATERIALS DUE TO UCC** | **SPRING SEMESTER MEETINGS** |
| **January 6, 2016:**Deadline for Fall 2016 proposals | **January 15, 2016:**Last meeting for Fall 2016 proposals |
| January 27, 2016 | February 5, 2016 |
| February 10, 2016 | February 19, 2016 |
| February 24, 2016 | March 4, 2016 |
| March 9, 2016 | March 18, 2016 |
| **March 30, 2016:**Deadline for Winterim 2017 and Spring 2017 proposals | **April 8, 2016:**Last meeting for Winterim 2017 and Spring 2017 proposals |
| April 13, 2016 | April 22, 2016 |