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

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

23 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

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| **2016-17 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. | 2016-17 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 9, 2016October 7, 2016November 4, 2016December 9, 2016  | February 10, 2017March 10, 2017April 7, 2017May 2017 (Tentative) | September 7, 2016October 5, 2016November 2, 2016December 7, 2016 | February 8, 2017March 1, 2017March 29, 2017 |

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| ***2016-17 College of Arts and Communication******Curriculum Committee Meeting*** | ***2016-17 College of Business and Economics******Curriculum Committee Meeting*** |

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| August 26, 2016 September 30, 2016October 28, 2016November 11, 2016 | January 20, 2017February 10, 2017March 10, 2017April 21, 2017 | September 7, 2016October 5, 2016November 2, 2016December 7, 2016 | February 1, 2017March 1, 2017April 5, 2017 |

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| **2016-17 College of Education and Professional Studies****Curriculum Committee Meeting** | **2016-17 College of Letters and Sciences****Curriculum Committee Meeting** |
| September 8, 2016October 13, 2016November 10, 2016December 8, 2016 | February 9, 2017March 9, 2017April 13, 2017 | September 1, 2016September 15, 2016October 6, 2016October 20, 2016November 3, 2016November 17, 2016December 1, 2016 | February 2, 2017February 16, 2017March 2, 2017March 16, 2017April 6, 2017April 20, 2017 |

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| **2016-17 University Committee Due Dates & Meeting Dates** |
| **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 |
| **October 12, 2016:**Deadline for Summer 2017 proposals | **October 21, 2016:**Last meeting for Summer 2016 proposals |
| October 26, 2016 | November 4, 2016 |
| November 9, 2016 | November 18, 2016 |
| November 30, 2016 | December 9, 2016 |

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| **MATERIALS DUE TO UCC** | **SPRING SEMESTER MEETINGS** |
| **January 4, 2017:**Deadline for Fall 2017 proposals | **January 13, 2017:**Last meeting for Fall 2017 proposals |
| January 25, 2017 | February 3, 2017 |
| February 8, 2017 | February 17, 2017 |
| February 22, 2017 | March 3, 2017 |
| March 8, 2017 | March 17, 2017 |
| **March 29, 2017:**Deadline for Winterim 2018 and Spring 2018 proposals | **April 7, 2017:**Last meeting for Winterim 2018 and Spring 2018 proposals |
| April 12, 2017 | April 21, 2017 |