


September 1, 2016

To: Deans and Department and Program Chairs

From: Chris Chase-Dunn 
Committee on Courses

Re: Deadlines for Submission of Course Proposals for 2017-2018 Academic Year

Please see the following deadlines for courses to be considered for approval for the 2017-2018 Academic Year. This schedule is also posted on the [Committee on Courses webpage](#). In order for these courses to be considered for approval they must be submitted to the Registrar's CRAMS queue no later than 5PM on the dates listed below. **Please note that course proposals can be submitted for any term well in advance of the final deadlines listed below.**

Since we are unable to maintain current listings of each department's Staff Administrative Officer as well as the departmental staff members responsible for preparing course proposals, please share this information with the appropriate staff in your department.

Courses with the Effective Term Summer 2017 and the Courses they affect:

- Graduate Courses due by November 10, 2016
- Undergraduate Courses due by December 1, 2016

Courses with the Effective Term Fall 2017 and Courses they affect:

- Graduate Courses due by December 1, 2016
- Undergraduate cross-listed and renumbered courses due by December 1, 2016
- All Other Undergraduate Courses due by January 31, 2017

Deadline for Courses to Appear in 2017-2018 General Catalog:

- January 31, 2017
(Courses with the effective term Winter 2018 and Spring 2018 can still be submitted after January 31, 2017 and be offered and listed in the Schedule of Classes, however they will not appear in the General Catalog pdf version.)

Courses with the Effective Term Winter 2018 and Courses they affect:

- Graduate and Undergraduate Courses due by May 9, 2017

Courses with the Effective Term Spring 2018 and Courses they affect:

- Graduate and Undergraduate Courses due by October 24, 2017

Attachment: Academic Senate General Course Proposal Approval Process

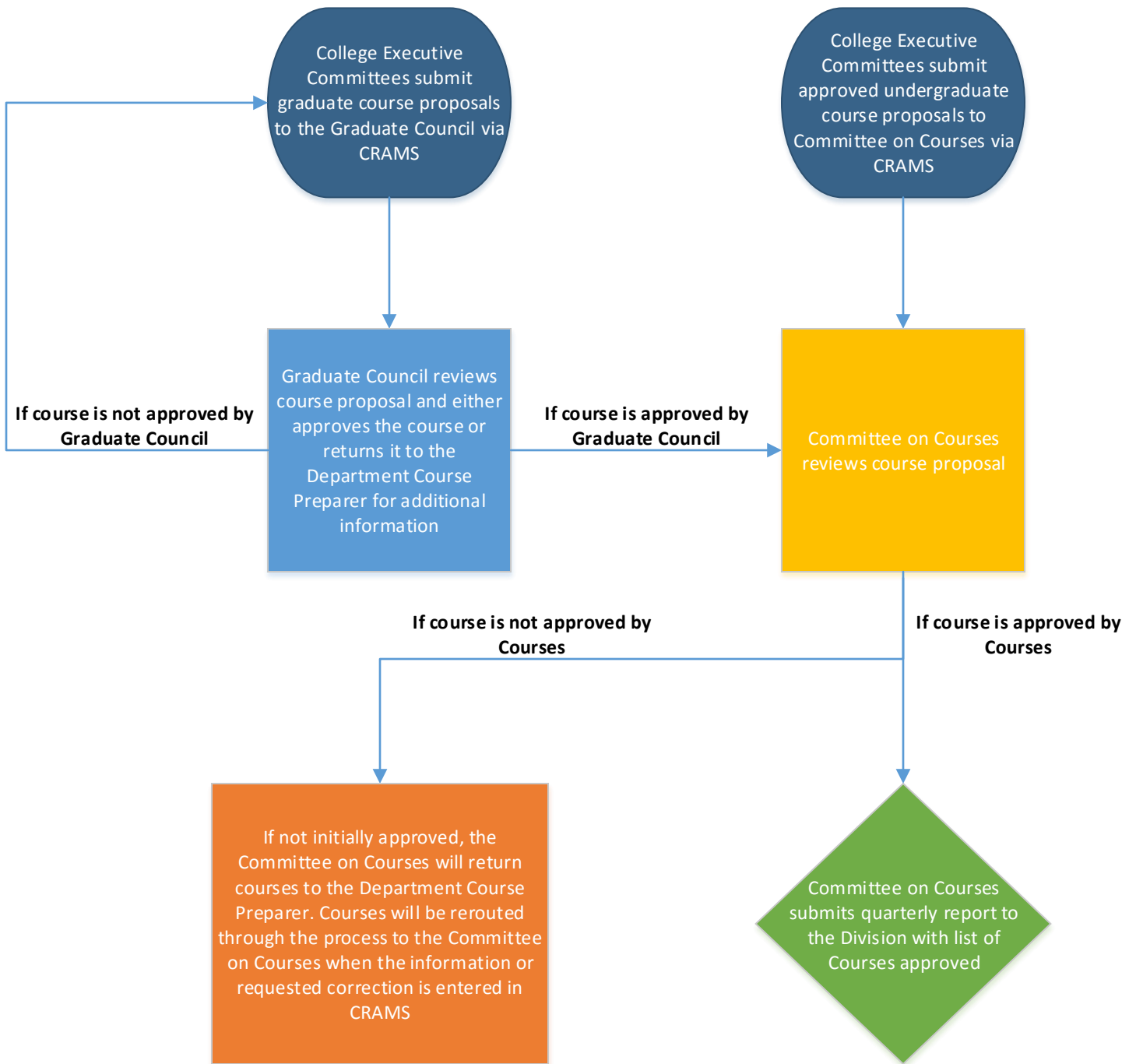
cc: Registrar, Catalog Editor, and Courses Specialist
Chair, Committee on Educational Policy & Graduate Council

Academic Senate General Course Proposal Approval Process

Faculty creates new course or proposes changes to existing course. Upon departmental approval, the proposal is entered into the CRAMS system by the Department Course Preparer and then reviewed by the Registrar's office

Graduate Courses

Undergraduate Courses



***Please note that some courses including those from GSoE, SoBA, SoM, SPP, and the Honors Program have different course proposal processes. For detailed course proposal processes for all courses please see the Office of the Registrar's webpage (<http://registrar.ucr.edu/crams/course-proposal/index.html>).*