

CURRICULUM DEADLINES

October 4, 2016

Courses: New or revised course proposals to be offered in fall 2016, spring 2017 or summer 2017. (Proposals received after this deadline will not be reviewed until fall 2017.)

The Course Proposal Form (2016 version) is available at:

<http://universitysenate.syr.edu/curricula/forms/course-proposal-form/>

Also needed is: “Course Syllabus Template” a syllabus template available at <http://universitysenate.syr.edu/curricula/forms/course-syllabus-template/>. This must be submitted with the Course Proposal Form for all new course and course regularization* proposals.

1. **TWO PAPER COPIES** of the COURSE PROPOSAL FORM AND COURSE SYLLABUS TEMPLATE, and
2. An **ELECTRONIC VERSION IN WORD DOC** to cas-curriculum@syr.edu. Name each course proposal file by subject-number-type -form.
3. Examples are as follows:
 - Course Regularization* (course proposal form): the file name of a Selected Topics course, i.e., GEO 400, which is being made a permanent (regular) course, would be: geo-440-reg-cpf
 - Course Regularization (syllabus template): the file name of a Selected Topics course, i.e., GEO 400, which is being made a permanent (regular) course, would be: geo-440-reg-syllabus
 - New Course: the file name of a new course, i.e., AAS 413 would be: aas-413-new-(cpf or syllabus)
 - Course Change: the file name of a course that is being changed, i.e., WGS 410 would be: wgs-410-chg-(cpf or syllabus).

October 4, 2016

Advanced Placement Credit: Proposals for new or revised Advanced Placement credit: TWO PAPER COPIES; ONE ELECTRONIC COPY to cas-curriculum@syr.edu.

October 17, 2016

Programs: New or revised program proposals to be reviewed by the Curriculum Committee and then moved to the University Senate, Graduate School, and State.

TWO PAPER COPIES, ONE ELECTRONIC VERSION IN WORD DOC

October 31, 2016

Liberal Arts Core: Proposals for courses to satisfy the various requirements of the Liberal Arts Core, 2017-2018.

Forms for submitting changes to the Liberal Arts Core are available at the College's website:

<http://thecollege.syr.edu/casinternal/forms.html> under **Curricular Forms and Guidelines**.

TWO PAPER COPIES, ONE ELECTRONIC VERSION IN WORD DOC to cas-curriculum@syr.edu..

All paper copies of the proposals must be submitted to **The Office of the Senior Associate Dean of Curriculum, Instruction and Programs, 441 Hall of Languages**. Electronic copies to cas-curriculum@syr.edu. Information on completing the course proposal form can be found in the **Source Book of the Senate Committee on Curricula** available at: <http://universitysenate.syr.edu/curricula/courses-proc/>. Additional information and procedures are on the College's Internal Website: <http://thecollege.syr.edu/casinternal/forms.html> under **Curricular Forms and Guidelines**.

*Course Regularization—when a course has been previously offered as a selected topics course; New Course—when a course has never been offered before.