

Permanent Course Proposal General Due Dates

A proposal for a new course should be submitted for approval to the Sub-council on Courses and Programs (Office of the Dean of Academic Depts., Science and Engineering, S-100) **by the end of the *second* week two terms prior to its first offering.** This means:

- To offer a new course Fall Term, you should submit the proposal by the end of the second week Winter Term of the preceding year.
- To offer a new course Winter Term, you should submit the proposal by the end of the second week, Spring Term of the preceding year.
- To offer a new course Spring Term, you should submit the proposal by the end of the second week, Fall term of the same academic year.

The Sub-council will meet to consider courses each term. They will then bring the courses to the next meeting of the AAC each term and the Registrar will be notified of approved courses in a timely manner.

Thank you for your cooperation.