


COMMITTEE ON COURSES

September 1, 2021

To: Deans and Department and Program Chairs

From: Stephanie Dingwall, Chair 
Committee on Courses

Re: Deadlines for Submission of Course Proposals to be Considered for Approval for the 22-23 Academic Year

Please see the following deadlines for course proposals to be considered for approval for 2022-2023 Academic Year effective terms. This schedule is also posted on the [Committee on Courses webpage](#). In order for the proposals to be considered for approval they must be submitted to the Registrar's CRS queue no later than 5PM on the dates listed below. **Please be reminded that the submission of course proposals by the deadlines does not guarantee that they will be approved for the selected effective term should they be returned by any of the reviewing committees. Therefore, it is encouraged that proposals be submitted well in advance of the final deadlines listed below.**

The Committee on Courses General Rules and Policies Governing Courses of Instruction can be found [here](#).

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 2022 and the Courses they affect:

- Graduate and Undergraduate courses: October 25, 2021

Courses with the Effective Term Fall 2022 and Courses they affect:

- Graduate courses: December 1, 2021
- Undergraduate cross-listed and renumbered courses: December 1, 2021
- All Other Undergraduate courses: January 25, 2022

Deadline for Courses to Appear in 2022-2023 General Catalog:

- January 25, 2022
(Courses with the effective term Winter 2023 and Spring 2023 can still be submitted after January 25, 2022 and be offered and listed in the Schedule of Classes; however they will not appear in the General Catalog pdf version until the following year.)

Courses with the Effective Term Winter 2023 and Courses they affect:

- Graduate courses: April 22, 2022
- Undergraduate courses: May 6, 2022

Courses with the Effective Term Spring 2023 and Courses they affect:

- Graduate and Undergraduate courses: October 21, 2022

Attachment: Academic Senate General Course Proposal Approval Process

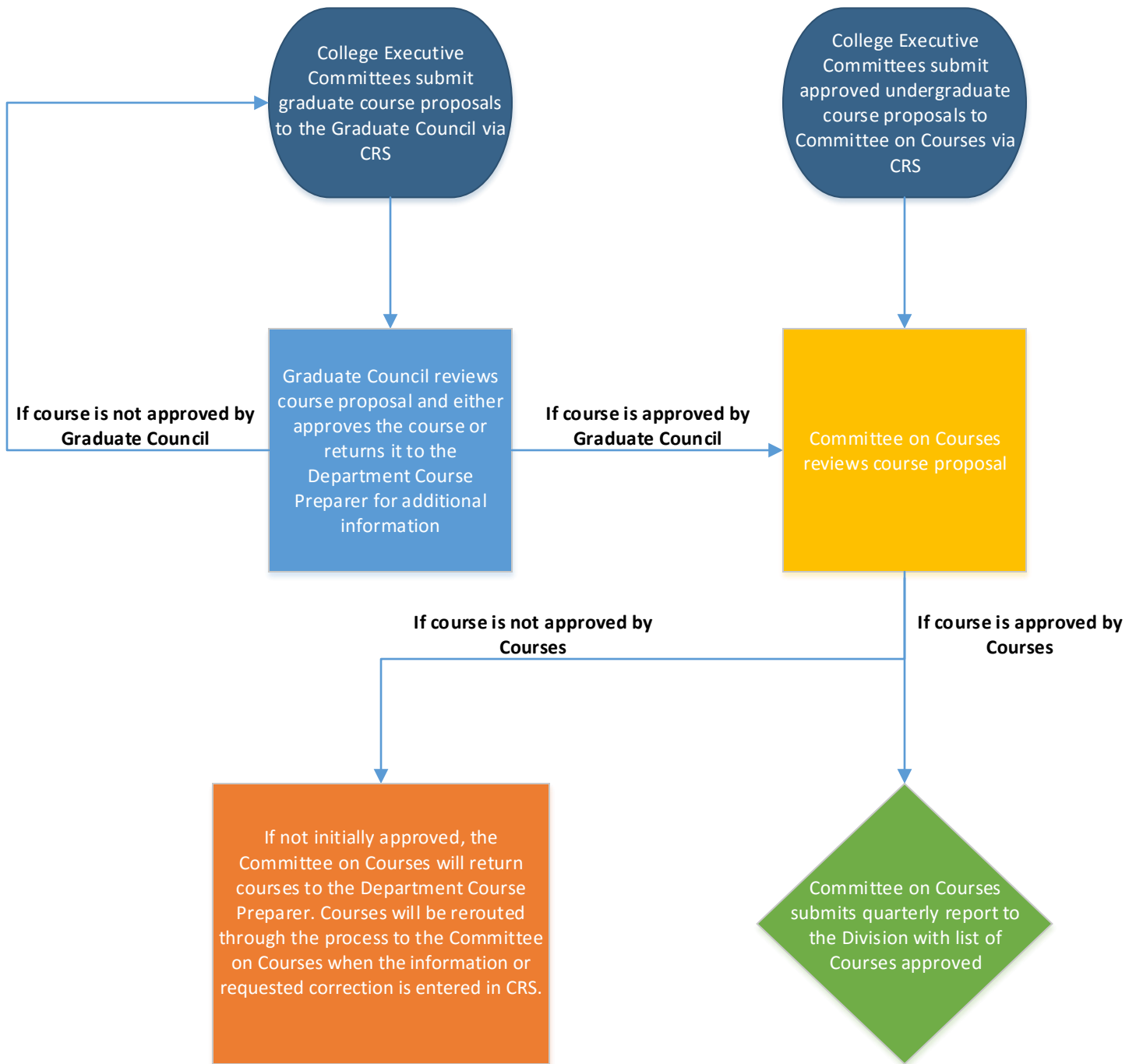
cc: Registrar, Producers of Catalog, and Courses Specialist
Chair, Committee on Educational Policy
Chair, Graduate Council

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 CRS 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/crs/course-proposal/approval-routing.html>).**