

COMMITTEE ON COURSES

September 1, 2023

To: Deans and Department and Program Chairs

From: James Flegal, Chair
Committee on Courses

Re: Submission of Course Proposals to be Considered for Approval for the 24-25 AY Due Dates

Please see the following due dates for course proposals to be considered for approval for 2024-2025 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 due dates 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 due dates listed below.**

The Committee on Courses General Rules and Policies Governing Courses of Instruction can be found [here](#). Please note that if a proposal is not submitted by the due date for the desired effective term, an extension to the due date request can be made with the form 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 2024 and the Courses they affect:

- Graduate and Undergraduate courses: October 12, 2023

Courses with the Effective Term Fall 2024 and Courses they affect:

- Graduate courses: December 1, 2023
- Undergraduate cross-listed and renumbered courses: December 1, 2023
- All Other Undergraduate courses: January 18, 2024

Deadline for Courses to Appear in 2024-2025 General Catalog:

- January 18, 2024
(Courses with the effective term Winter 2025 and Spring 2025 can still be submitted after January 18, 2024 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 2025 and Courses they affect:

- Graduate courses: April 26, 2024
- Undergraduate courses: May 8, 2024

Courses with the Effective Term Spring 2025 and Courses they affect:

- Graduate and Undergraduate courses: October 9, 2024

Courses with the Effective Term Summer 2025 and Courses they affect:

- Graduate and Undergraduate courses: October 2, 2024

Attachment: Academic Senate General Course Proposal Approval Process

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

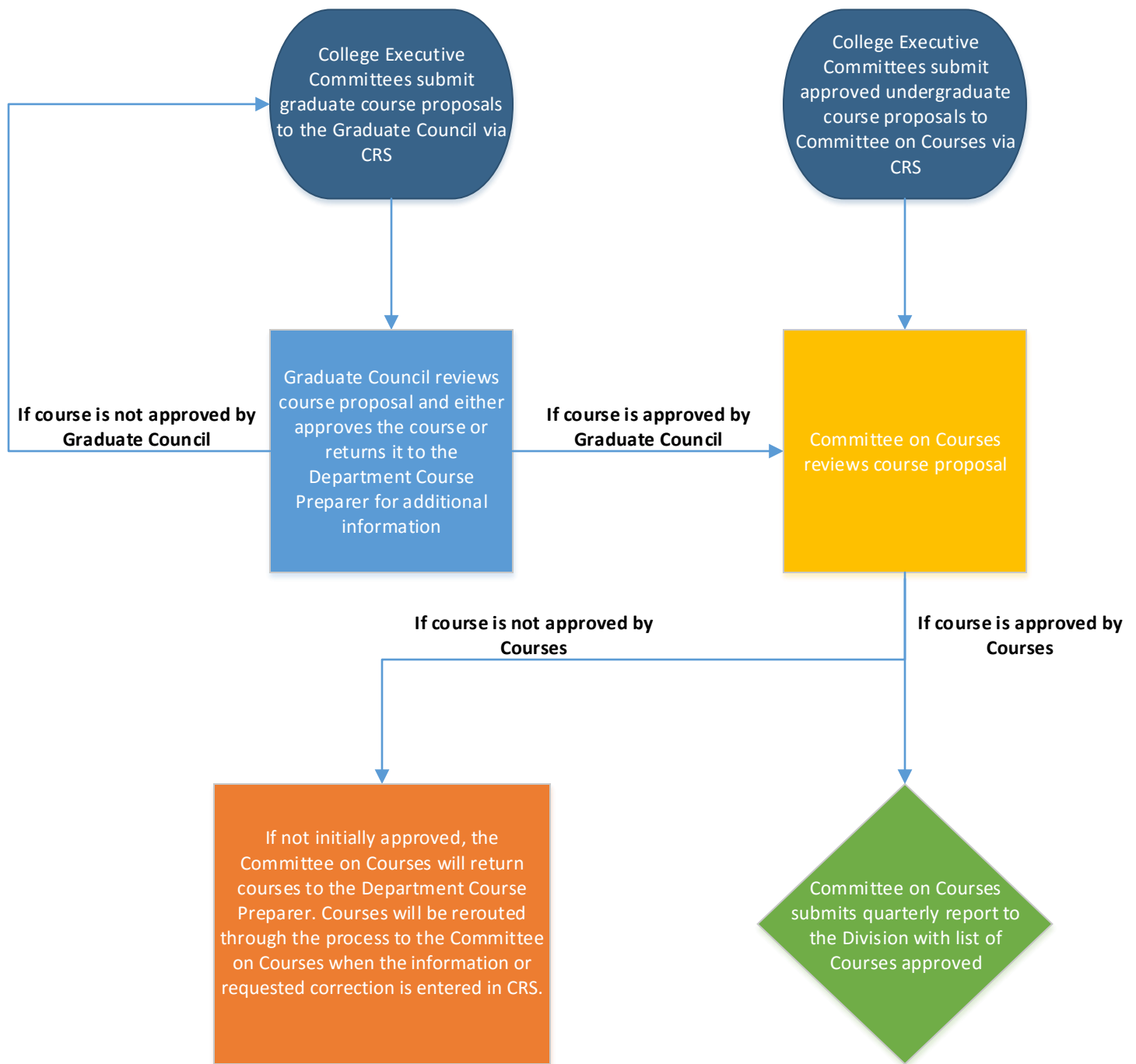
Academic Senate

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>).**