MEMORANDUM

TO: Provost’s Council and Administrative Council

FROM: UNCG Curriculum Committees and the University Registrar’s Office

SUBJECT: Curricular change deadlines

Starting in AY 2014-15 the various curriculum committees – Undergraduate Curriculum Committee, General Education Council (including the Writing Intensive and Speaking Intensive Committees), and Graduate Studies Committee – agreed to follow uniform curricular deadlines established in collaboration with the University Registrar’s Office. Uniform curricular deadlines help ensure the availability of current information about the curriculum to all academic advisors at the start of an advising period.

For our students to receive accurate information during advising and for course offerings not to change during registration, it is necessary for all curricular changes to be approved before advising begins for a particular semester. Thus, all curricular changes must be submitted for approval to the relevant committee(s) by the following deadlines:

<table>
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<th>Semester</th>
<th>Deadline</th>
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<tr>
<td>Spring/Summer 2016</td>
<td>September 18, 2015</td>
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<tr>
<td>Fall 2016</td>
<td>February 5, 2016</td>
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<tr>
<td>Spring/Summer 2017</td>
<td>September 23, 2016</td>
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<td>Fall 2017</td>
<td>February 3, 2017</td>
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Although submission deadlines are aligned across committees, committee meeting dates will differ. Please check the committee websites for meeting calendars:

- Undergraduate Curriculum Committee: http://utlc.uncg.edu/ucc
- General Education Council: http://gened.uncg.edu/
- Graduate Studies Committee: http://grs.uncg.edu/faculty/gsc/
- University Registrar’s Office: http://www.uncg.edu/reg/Office/UnitsURO.html

We realize that this change requires departments to act quickly regarding new course proposals and GEC category and marker requests. However, it is imperative, especially in light of the new system-wide withdrawal policy, that our students receive up-to-date information during advising. Please disseminate this memo to the General Faculty and other interested constituencies. If you have any questions, please feel free to contact any of us.

Sincerely,

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