TO: All Full-Time Faculty

FROM: Donald R. Boomgaarden, Ph.D.
Provost/Senior VPAA

DATE: September 24, 2015

SUBJECT: 2015-2016 Curriculum Review Deadlines

In order to provide reviewing bodies sufficient time to review and approve curriculum proposals for inclusion in the 2016-2017 undergraduate and graduate catalogs, please adhere to the following deadlines. Please plan accordingly to ensure that your dean’s office has time to review the proposal and to send it to be posted.

All proposals **must be posted to the Faculty Senate Curriculum Board** by the dates indicated below:

- New Programs by December 18, 2015
- Major Program Changes by February 12, 2016
- Course Changes by February 22, 2016
- Any remaining small editorial changes by March 28, 2016

For more information on the curriculum process and to access the necessary forms click on the link below:

http://matrix.scranton.edu/academics/provost/curriculum__review_process.shtml