Appendix E

Deadlines for Submission

Note that the dates below assume introduction in semester 1 of the relevant year and are linked to major publication deadlines. Proposals are due to the relevant Committee Secretary no later than 2 weeks prior to the scheduled meeting.

To enable publication in the International Prospectus and QTAC Guide:

• Stage 1 new undergraduate and postgraduate programs (or fields of study using new courses) or major changes to existing programs which require two-stage approval (Forms 1, 7)
• changes to program nomenclature and/or change to title of a field of study (Form 5)
• discontinuation of a program or field of study (Form 9)
• new dual degrees formed from existing programs (Form 6)
• submission to Fees Reviewing Committee (contact Faculty Executive Officer for details)

Deadline: September, 15 months prior to introduction

To enable publication in the Programs Handbook:

• Stage 2 new undergraduate and postgraduate coursework programs (or fields of study using new courses) or major changes to existing programs which require two-stage approval (Forms 2 and 3)
• all other proposals requiring single stage approval (Forms 4, 8, 9,10)

Deadline: May/June, 7-8 months prior to introduction