

UNDERGRADUATE COUNCIL (UGC)

Deadlines for submission of Catalog sections, Courses, new and revised proposals for majors and minors.

Academic Year 2024-2025

Please direct questions to Fatima Paul (fpaul@ucmerced.edu) and Melanie Snyder (msnyder10@ucmerced.edu)

Monday, October 14, 2024	<p>Last day to submit new and revised Course Proposals to the Registrar (via Curriculog), for inclusion in the Fall 2025 schedule of classes. The School Curriculum and Executive Committees must ensure that the Course Proposals (CPs) complete the Assessment and Department/School steps, and are ready to be forwarded by the Registrar to the Undergraduate Council on or before the deadline. Before submission to the Senate Office, the CPs should reflect all needed corrections and clarifications from School and Registrar reviews. Extensions to this deadline must be submitted in writing to fpaul@ucmerced.edu and msnyder10@ucmerced.edu for consideration by Council.</p> <p>Last day to submit substantial revisions to existing academic programs for implementation in Fall 2025 (academic programs include but are not limited to majors, minors and the General Education program). Proposals must include approval memos from the relevant School leads (Dean, Curriculum or Executive Committees, and Department Chairs) and a list of the proposed changes.</p> <p>Strongly recommended deadline to submit proposals to UGC for new programs or major revisions to existing academic programs (academic programs include but are not limited to majors, minors and the General Education program) for implementation in Fall 2026. <u>Proposals must include a draft Catalog copy. This deadline will allow sufficient time for faculty to market to high school students, thus increasing enrollment numbers in the proposed program.</u></p>
Friday, November 29, 2024	Last day to submit a list of courses to UGC that will be taught online in Summer 2025 .
Friday, December 13, 2024	Fall Instruction Ends
Friday, December 20, 2024	Fall Semester Ends
Tuesday, January 21, 2025	Spring Instruction Begins

Monday, February 3, 2025

Last day to submit new and revised Course Proposals to the Registrar (via [Curriculog](#)), for inclusion in the **Spring 2026** and **Summer 2026** schedule of classes. The School Curriculum and Executive Committees must ensure that the Course Proposals (CPs) complete the Assessment and Department/School steps, and are ready to be forwarded by the Registrar to the Undergraduate Council on or before the deadline. Before submission to the Senate Office, the CPs should reflect all needed corrections and clarifications from School and Registrar reviews. Extensions to this deadline must be submitted in writing to fpaul@ucmerced.edu and msnyder10@ucmerced.edu for consideration by Council.

Hard deadline to [submit proposals](#) to UGC for new programs or major revisions to existing academic programs (academic programs include but are not limited to majors, minors and the General Education program) for implementation in **Fall 2026**. Proposals must include a draft Catalog copy.

Last day to submit non-substantial revisions to Registrar for the [Catalog](#) for implementation in **Fall 2025**. Proposals must include approval memos from the relevant School leads (Dean, Curriculum or Executive Committees, and Department Chairs) and a list of the proposed changes.

Revised January 2024 and approved by UGC February 22, 2024.