

Appendix A: Course Outline Due Dates

Fall Semester:

First week of May, faculty receives loads, keeping in mind that SWFs are due the second week in May to HR.

First of June, course outlines submitted in banner for Coordinator review process (3 – 4 wks)

Second week in June, course outlines submitted in banner for approval (1 wk)

Third week in June, course outlines approved by Dean or returned with comments (1 wk)

Last week of June, faculty leave for summer vacation period

Winter Semester:

Last week of October, faculty receives loads, keeping in mind that SWFs are due the first week of November to HR.)

Third week of November, course outlines submitted in banner for Coordinator review process (3 – 4 wks)

Last week of November, course outlines submitted in banner for approval (1 wk)

First week of December, course outlines approved by Dean or returned with comments (1 wk)

Second week of December, last day of teaching semester

Third week of December, grades due

Spring Semester:

First of March, faculty receives loads, keeping in mind that SWFs are due at the end of March in HR.

Last week of March, course outlines submitted in banner for Coordinator review process (3 – 4 wks)

First week of April, course outlines submitted in banner for approval (1 wk)

Second week of April, course outlines approved by Dean or returned with comments (2 wks)

End of April, Spring Semester begins