

## Timeline for Course Approvals

Dates in the tables below are not meeting dates, but the final date by which each Committee must have approved the proposal type. The Academic Planning & Courses Approvals Committee (APCAC) meets monthly and the agenda closes 21 days prior to the meeting date. Dates for APCAC and Academic Senate (AS) meetings are available on the web via the [Academic Senate](#) page. Refer to the Course Delegations Guide for approval delegations for individual course variation items.

### UNDERGRADUATE COURSES: Timeline for Academic Senate approval of New Courses and Variations

| Proposal Type                             | First Offering | SAC                        | APCAC                      | Academic Senate            |
|---|----------------|----------------------------|----------------------------|----------------------------|
| New Course (N) and New Course Version (V) | Start Year     | December two years prior   | January of preceding year  | February of preceding year |
|   | Mid-Year       | November of preceding year | December of preceding year | February of same year      |
| Update Course Version (U)                 | Start Year     | June of preceding year     | July of preceding year     | August of preceding year   |
|   | Mid-Year       | November of preceding year | December of preceding year | February of same year      |

### POSTGRADUATE COURSES: Timeline for Academic Senate approval of New Courses and Variations

| Proposal Type                             | First Offering | SAC                        | APCAC                      | Academic Senate          |
|---|----------------|----------------------------|----------------------------|--------------------------|
| New Course (N) and New Course Version (V) | Intakes 1-3    | April of preceding year    | May of preceding year      | June of preceding year   |
|   | Intakes 4-6    | November of preceding year | December of preceding year | February of same year    |
| Update Course Version (U)                 | Intakes 1-3    | June of preceding year     | July of preceding year     | August of preceding year |
|   | Intakes 4-6    | December of preceding year | January of same year       | February of same year    |

### Timeline for Undergraduate and Postgraduate Course Variations approved by SAC

| Proposal Type  | First Offering | SAC                      |
|--|----------------|--------------------------|
| New Course Version (V) and Update Course Version (U) | Start Year     | August of preceding year |
|  | Mid-Year       | March of same year       |

### Timeline for Undergraduate and Postgraduate Course Variations approved by the Dean of School

| Proposal Type                             | First Offering | Dean Approval required   |
|---|----------------|--------------------------|
| New Course (N) and New Course Version (V) | Start Year     | August of preceding year |
|   | Mid-Year       | March of same year       |
| Update Course Version (U)                 | As required    |                          |

Course Data Management Coordinator  
Academic Registrar's Office