

11.1 Deadlines

Month	Date	Deadline
January	1 st	<ul style="list-style-type: none"> Course fee requests due for upcoming academic year SDC course coordination between instructors for spring semester (final review of any alterations changes and any necessary revisions)
February	1 st	<ul style="list-style-type: none"> Curriculum changes due (for following spring semester) SDC course coordination between instructors for spring semester (general progress meeting) Final proof of upcoming fall semester schedule due
March	1 st	<ul style="list-style-type: none"> Upcoming spring semester schedule available online SDC 444 proposals due for upcoming fall semester delivery SDC 555 proposals due for following spring semester delivery (Leadership Team review)
	10 th	<ul style="list-style-type: none"> VCEA student award nominations due
	15 th	<ul style="list-style-type: none"> TA requests from faculty due for upcoming fall semester SDC 444 proposal decisions announced for upcoming fall semester delivery SDC 555 proposal decisions announced for following spring semester delivery
	31 st	<ul style="list-style-type: none"> TA requests from faculty approved/denied decisions for fall semester
April	1 st - 30 th	<ul style="list-style-type: none"> SDC Ambassador selection process for upcoming academic year SDC course coordination between instructors for spring semester (reviews the course and projects; identifies any changes that need to made for next time)
	1 st	<ul style="list-style-type: none"> TA applications due from students for upcoming fall semester SDC 555 proposal submitted to International Programs/Global Learning
May	1 st	<ul style="list-style-type: none"> Proposals that involve faculty-led, international summer travel due for the following summer (i.e. May 1, 2018 for faculty-led international summer travel in summer 2019) TA offers sent to students for upcoming fall semester Certification applications due SDC course coordination between instructors begins for fall semester (initial meeting, reviews assessment doc from previous class, orders supplies, etc.) Initial proof of upcoming spring semester schedule due
	15 th	<ul style="list-style-type: none"> SDC course coordination between instructors for spring semester (works out recommended changes for next time and writes assessment doc to CCC). TA accept/decline from students for fall semester Proposal decisions announced for faculty-led, international summer travel for the following summer session
June	15 th	<ul style="list-style-type: none"> Certification application decisions rendered

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August	15 th	<ul style="list-style-type: none"> • SDC course coordination between instructors for fall semester (final review of any alterations changes and any necessary revisions)
September	15 th	<ul style="list-style-type: none"> • Final proof of upcoming spring semester schedule due
October	1 st	<ul style="list-style-type: none"> • Curriculum changes due (for following summer/fall semester) • Upcoming spring semester schedule available online
	15 th	<ul style="list-style-type: none"> • TA requests from faculty due for upcoming spring semester • SDC course coordination between instructors for fall semester (general progress meeting)
	31 st	<ul style="list-style-type: none"> • TA requests approved/denied decisions for spring semester
November	1 st	<ul style="list-style-type: none"> • SDC course coordination between instructors begins for spring semester (initial meeting, reviews assessment document from previous class, ordering supplies, etc.) • SDC 444 proposals due for upcoming spring semester delivery
	15 th	<ul style="list-style-type: none"> • TA applications due from students for spring semester • SDC 444 proposal decisions announced for upcoming spring semester delivery
December	1 st	<ul style="list-style-type: none"> • Course proposals due for upcoming summer session delivery • TA offers sent to students for spring semester • Initial proof of upcoming fall schedule due • SDC course coordination between instructors for fall semester (reviews the course and projects; identifies any changes that need to made for next time)
	15 th	<ul style="list-style-type: none"> • Course proposal decisions announced for upcoming summer • TA accept/decline from students for spring semester • SDC course coordination between instructors for fall semester (works out recommended changes for next time and writes assessment document to SDC Course Coordination Committee)