

Date: December 3, 1997
To: All Deans
Academic Senate
From: Craig S. Campbell, Chair, Academic Programs *7190
Re: Deadlines, etc.

Some deans have asked me what the deadlines are for submitting program changes to us. There really is no deadline, but I recommend that program changes be in to this committee by the 15th of January in order to pass through circulation and approval processes and then to the Academic Senate in order to meet Jean Engle's deadline of mid-April for the YSU Bulletin. Proposals reaching us after January 15th may reach the bulletin in time, but there is no guarantee. We will accept proposals at any time during the academic year.

This may seem like it does not leave you with much time and that is partly our fault since the APD got a late start this year. I would like to reiterate, however, that program changes this year should be simple and few considering upcoming changes anticipated in GER implementation and conversion to semesters.