

# 2016-17 CIAS Bulletin Production Schedule

## Graduate and Undergraduate

- February 1, 2016 **DUE to CIAS Graduate and Undergraduate Committees**
- NEW REQUIRED course proposals submitted for approval, effective 2161-2168
  - REVISIONS to REQUIRED courses submitted for approval, effective 2161-2168
  - NEW Elective course proposals effective 2161 only
- February 8, 2016 **Email sent to Admin Chairs, Program Chairs and Graduate Directors and Dean's Office for review and edits of Draft #1 RIT Bulletin program content.**  
Email also included attachments--  
CIAS Curricular Timeline and CIAS Bulletin Production Schedule
- Carefully review program content and make all changes using **Word Tracking***
- March 1, 2016 **Table 1 changes due to CIAS Graduate and Undergraduate Curriculum Committees, effective 2161-2168**
- March 4, 2016 **Draft #1 of RIT Bulletin program content changes due to CIAS Scheduling Officer.**
- March 21, 2016 **Draft #2 (Final) of RIT Bulletin program content emailed to Admin Chairs, Program Chairs and Graduate Directors for review.**
- April 8, 2016 **Final Draft #2 of RIT Bulletin program content due to CIAS Scheduling Officer.**
- May 6, 2016 **Final CIAS Graduate and Undergraduate bulletin program content returned to Admin Chairs, Program Chairs, Graduate Directors and Dean's Office.**
- Please note:** RIT will no longer be printing course descriptions. As NEW and REVISED course descriptions are approved the content will be updated into SIS. University Publications will download course descriptions from SIS for the Course Description Catalog. Current Graduate and Undergraduate course descriptions can be found in the online pdf live on the University Publications course descriptions webpage.