



**Division of Humanities  
Academic Committee & Divisional Board  
Meeting dates  
2017**

**Both Academic Committee & Divisional Board meetings begin at 9:00am and are held in room 5C13 (5<sup>th</sup> floor, Arts Building)**

	January	February	March	April	May	June	July	August	September	October	November
Proposals to Div Office by...	-	January 23	February 27	March 20	May 1	May 29	June 26	July 31	August 28	Sept 25	October 30
Academic Committee meets....	-	2	9	March 30	11	8	6	10	7	5	9
Divisional Board meets....	-	15	22	12	24	21	19	23	20	18	22

**IMPORTANT DATES FOR SUBMITTING PROPOSALS:**

**MARCH Divisional Board** – Last month proposals for the introduction of **new programmes, majors and minors**, and *significant* amendments to existing regulations that require CUAP approval for introduction in the following academic year, and inclusion in the 2018 Calendar and Guide to Enrolment.

**MAY Divisional Board** –proposals for the introduction of **new papers** (including Special Topics) for the following academic year, can be submitted to Divisional Board

**OCTOBER** Divisional Board – proposals that require *minor* amendments to schedules and regulations for the following academic year

**Summer School Proposals** for the following academic year, must be approved at the May Divisional Board – papers not previously offered at SS before (existing or new papers)

Forms can be found at <http://www.otago.ac.nz/acadcomm/proformas.html>