Deadlines for Course Changes & Table 1 Updates  
Effective for 2015-2016 Academic Year

**Course Changes:**

**These include:**
- Course Title
- Course #
- Credit Hours / Contact Hours
- Description
- Pre-Requisites
- Special Designation
- Term Offered

**Changes to Elective Courses:**
- Changes can be effective for next term (if desired)
- Send to Registrar’s Office by Scheduling Officer when change is approved by College
- Changes must be received by Registrar’s Office by October 15th for spring listing in SIS and by March 15th to be effective for fall and listed in SIS
- There will be no changes accepted over the summer

Note: This process does **not** refer to scheduling changes

**Changes to Required Courses (Courses required in program or in another program):**
- Changes are effective in next academic year
- Send to Registrar’s Office from college when change is approved
- Change must be received by Registrar’s Office by Scheduling Coordinator by March 15th to be effective for next academic year and listed in SIS
- Changes in required courses must be noted on Table 1 and sent to Sr. Associate Provost’s Office following Table 1 schedule below
- There will be no changes accepted over the summer

*Exceptions to these processes must be signed off by Associate Dean and sent to Office of Sr. Associate Provost for approval*

Note: A master list of all course changes will be provided to colleges by Registrar’s Office by April 15th.

**Table 1’s:**
- Graduate programs must submit Table 1’s with any updates to the Office of the Sr. Associate Provost by **April 11, 2016**.
- Undergraduate programs must submit Table 1’s with any updates to the Office of the Sr. Associate Provost by **May 20, 2016**.
- The Office of the Sr. Associate Provost will accept updated Table 1’s from Scheduling Officers only.
- The Office of the Sr. Associate Provost will only accept an updated Table 1 once per year. Therefore, a Scheduling Officer sending an updated Table 1 to the Office of the Sr. Associate Provost must be certain that there will be no further changes to the particular Table 1 before or on the deadlines outlined above. Additional updated versions of a Table 1 will not be accepted by the Office of the Sr. Associate Provost.