

## Deadlines for Course Changes & Curriculum Table Updates February 2024

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### Course Changes

These changes include any updates to:

- Course Title
- Course #
- Credit Hours / Contact Hours
- Description
- Pre-Requisites
- Special Designations
- Term Offered

### Changes to Elective Courses

- Changes to elective can be effective for next term (if desired)
  - Send change requests to Registrar's Office through your College Scheduling Officer when a change is approved by your College
  - Changes must be received by Registrar's Office on or before **October 15<sup>th</sup>** for spring listing in SIS and by **March 15<sup>th</sup>** 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)

- Approved changes are effective for the next academic year
- Send to the Registrar's Office through your College Scheduling Officer college when change is approved in your college
- Changes must be received by Registrar's Office on or before **March 15<sup>th</sup>** to be effective for the next academic year and listed in SIS
- Changes to required courses must be noted on the Curriculum Tables that are emailed to the [Office of Academic Program and Curriculum Management \(APCM\)](#) or uploaded to [Google Drive](#) following the schedule below
- There will be no changes accepted over the summer

***Exceptions to these processes must be signed off by the Associate Dean and sent to the Office of Academic Program and Curriculum Management for approval.***

### Curriculum Tables

- Submit all curriculum tables, with updates if applicable, to the Office of Academic Program and Curriculum Management via [email](#) or [Google Drive](#) by the following due dates:
  - Undergraduate programs, including Exploration/Undeclared programs: **Friday, April 12, 2024**
  - Minors and Immersions: **Friday, April 26, 2024**
  - Graduate and Dual Degree programs: **Friday, May 10, 2024**
- The Office of Academic Program and Curriculum Management will accept updated curriculum tables from one designee from each college and degree-granting unit as identified by the Associate Dean. This designee is also responsible for submitting Global Campus tables, for programs that are offered on a Global Campus.

- For Dual Degree programs where the bachelor's and master's programs are housed in different colleges/degree-granting units, the dual degree table must be submitted by the college/degree-granting unit that houses the graduate program.
- The Office of Academic Program and Curriculum Management will only accept an updated curriculum table once per year. Therefore, before submitting an updated curriculum table, the college designee sending a curriculum table to the Office of Academic Program and Curriculum Management must be certain that the table being submitted is the FINAL, APPROVED version.
- If program changes were submitted to NYSED but are still pending on the due dates identified above, these changes cannot be included on the curriculum tables.
- Changes to course pre-requisites must be submitted on a Course Action Form. Making a change to the pre-requisite list on a Table 1 will not actually change the pre-req.
- Changes made to standalone BS and MS tables must also be reflected on related dual degree tables.
- Baseline tables for deactivated programs are not provided as part of the annual bulletin process, but an updated Table 1 will be needed if changes are made to a deactivated program.
- Formal degree options require NYSED approval before they can be added to a curriculum table.
- Tables should be reviewed thoroughly and submitted on time as they are used to update the Program of Study webpages, Bulletin, and Academic Advisement Reports.
- If tables are not submitted on time, the Office of Academic Program and Curriculum Management will reach out to the appropriate contact person.
- All program tables (undergraduate, graduate, dual degrees, minors and immersions) are now available on your file share:
  - From Registrar folder → Curriculum Tables → 2024-2025
  - Follow curriculum update guidelines that were previously distributed in 2023
    - Curriculum Updates 2024-2025 document also available in folder for guidance
- **Reminder: To deactivate an existing program, the request must be received and approved by July 15 or the program will be included in the recruitment cycle for students who will matriculate in AY 2025-2026.**