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 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)
- 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 15th to be effective for the next academic year and listed in SIS
- Changes in required courses must be noted on the Curriculum Tables and 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 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 14, 2023
  - Minors and Immersions: Friday, April 28, 2023
  - Graduate and Dual-Degree programs: Friday, May 12, 2023
- 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.
- The Office of Academic Program and Curriculum Management will only accept an updated curriculum table once per year. Therefore, each college designee sending an updated curriculum table to the Office of Academic Program and Curriculum Management must be certain that there will be no further
changes to the particular Curriculum tables before or on the deadlines outlined above. Note: An updated version of a curriculum table will not be accepted by the Office of Academic Program and Curriculum Management.

• 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:
  o From Registrar folder → Curriculum Tables→ 2023-2024
  o Follow curriculum update guidelines that were previously given out in 2022
    ▪ Curriculum Updates 2023-2024 document also available in folder for guidance

• Reminder: Requests to deactivate existing programs must be received by July 15 or they will be included in the recruitment cycle for 2024-2025