

Deadlines for Course Changes & Curriculum Table Updates February 2022

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 sent to [Office of Academic Program and Curriculum Management \(APCM\)](#) 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:

- Undergraduate programs must submit curriculum tables with any updates to the [Office of Academic Program and Curriculum Management](#) by **April 15, 2022**
- Minors and Immersions must be submitted to the [Office of Academic Program and Curriculum Management](#) by **May 2, 2022**
- Graduate programs must submit curriculum tables with any updates to the [Office of Academic Program and Curriculum Management](#) by **May 16, 2022**
- 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:
 - From Registrar folder → Curriculum Tables → 2022-2023
 - Follow curriculum update guidelines that were previously given out in 2021
 - Curriculum Updates 2022-2023 document also available in folder for guidance