

Deadlines for Course Changes & Table 1 Updates

Course Changes:

These include:

- Course Title
- Course #
- Credit Hours / Contact Hours
- Description
- Pre-Requisites
- Special Designation
- Term Offered
- Deactivating a Course (see <https://www.rit.edu/academicaffairs/academicprogrammgt/deactivating-course> for instructions)

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 Vice 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 the Vice 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 Vice Provost by **the 3rd Friday in April (subject to change)**. A Table 1 must be submitted even if there are no changes.
- Undergraduate programs must submit Table 1's with any updates to the Office of the Vice Provost by **the 3rd Friday in May (subject to change)**. A Table 1 must be submitted even if there are no changes.
- The Office of the Vice Provost will accept updated Table 1's from one designee from each college as identified by the Associate Dean.
- The Office of the Vice Provost will only accept an updated Table 1 once per year. Therefore, each college designee sending an updated Table 1 to the Office of the Vice 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 Vice Provost.