

# Deadlines for Course Changes & Table 1 Updates

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## **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 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):**

- 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 15<sup>th</sup> 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 15<sup>th</sup>.

### **Table 1's:**

- Graduate programs must submit Table 1's with any updates to the Office of the Vice Provost by **the 3<sup>rd</sup> Friday in April (subject to change)**.
- Undergraduate programs must submit Table 1's with any updates to the Office of the Vice Provost by **the 3<sup>rd</sup> Friday in May (subject to change)**.
- 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.