

Memorandum

DATE: November 26, 2012

TO: Associate Deans, Directors, and Department Heads

FROM: Gail D. Burd, Vice Provost for Academic Affairs *GDB*

CC: Andrew Comrie, Senior Vice President and Provost
Patti King, Director of Curricular Affairs
Shelley McGrath, Senior Director of Academic Programs & Transfer Coordination
Nikolas Glazier Hodge, *Assistant Director, Capabilities Delivery Student/Academic*
Jody Payne, *Assistant Registrar*

RE: Curriculum Updates and Deadlines

I wish to bring to your attention some changes coming this year to the curriculum process for updating Academic Program Requirements/Advisement Reports. The deadline for change requests is January 14, 2013. This deadline encompasses not only updates to existing curriculum but also the creation of new plans or sub-plans and the reactivation of discontinued/inactive plans. These changes will be reflected in the 2013-2014 UA Catalog. Please go to the following URL to make updates/changes:

<http://confluence.arizona.edu/confluence/display/DRU/Curriculum+Updates+for+2013-2014>.

For all change requests received by the deadline, we can guarantee that if approved, the requests will be entered into the system for the 2013-2014 academic year; for late submissions we cannot make such a guarantee. Submissions received after the deadline will be subject to review by a curriculum review panel who will decide whether the requests are approved for the catalog year or will not be included until the following year.

The 2013-2014 UA Catalog is the official record of academic program standards and requirements to which students are held accountable. As such, we expect and need program information to be accurate. Drivers for enforcing this deadline include:

- Ensures curriculum updates are in place prior to pre-scheduler running for freshman orientations, the first of which occur in April 2013, so freshman are correctly registered for classes based on their program requirements.
- Ensures data integrity between what students see in the academic catalog and what their Advisement Reports and Smart Planner (Degree Tracker) display.
- Having updated curriculum in place allows departments to better forecast seat demand for course offerings for the upcoming academic year.
- Having freshman correctly registered and providing correct information on advising and Smart Planner reports can alleviate the volume of questions and issues students bring to departments and/or advisors and helps create a positive first impression for students transitioning to the University of Arizona.



While the deadline for curricular changes is January 14, 2013, the likelihood is that it will move back to its original place in December in the coming years. As such, the following changes to practice are encouraged:

- Departments and colleges should begin discussions about curricular changes in the fall semester so desired changes can be submitted to Curricular Affairs prior to the deadline.
- Identify a departmental curriculum contact that corresponds with Curricular Affairs on curricular issues so requests are only coming from one designated individual.

If you have questions about the curricular change process, please contact Patti King at pattik@email.arizona.edu or 621-4107. For questions about Smart Planner/Degree Tracker, please contact Shelley McGrath at 270-2000.

Thank you.

