

Approval of Curriculum Updates for Curricular Affairs

Office:	Curricular Affairs
Business Process Name:	Approval of Curriculum Updates Guide
Created By:	Kathy Godwin
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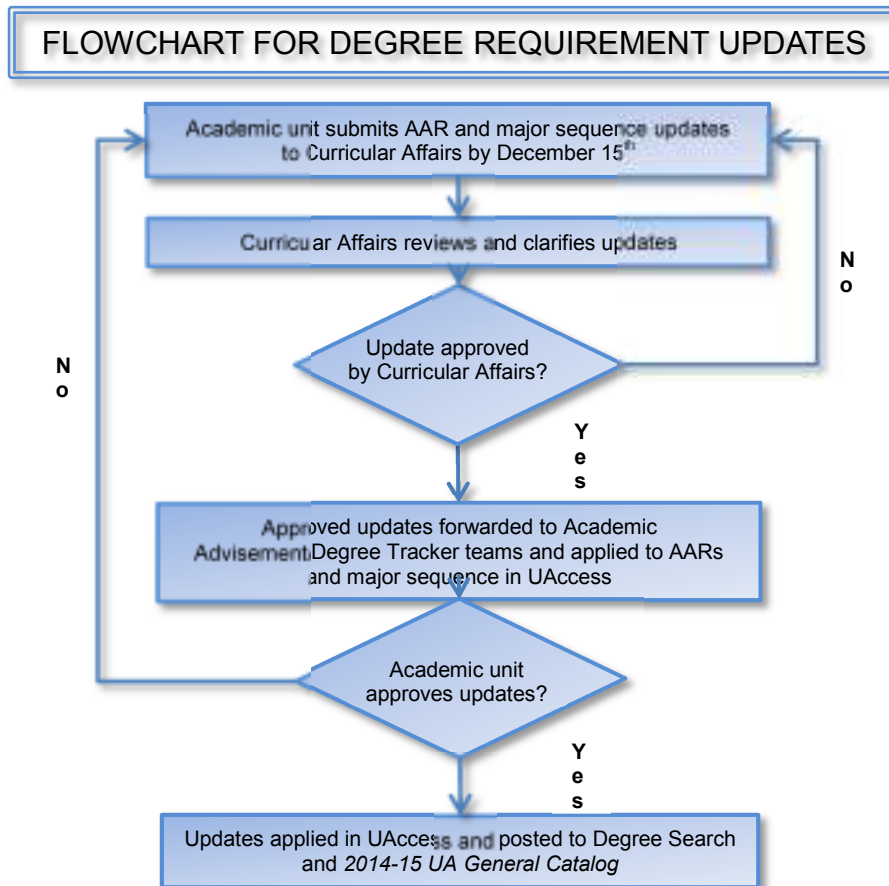
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Deadline

Degree requirement updates must be submitted on or before December 15th to be published prior to the first orientation session in April 2014. Updates submitted after December 15th will be made prior to the beginning of the fall 2014 term as time and resources allow taking into consideration the level of priority of all tasks and projects for which the Degree Audit and Smart Planner Teams are responsible for completing.

I. Getting Started

The new process for submitting degree requirement updates is displayed in the following chart:



II. Terminology

- AAR-Academic Advisement Report
- AA-Academic Advising
- SP-Smart Planner
- DS-Degree Search
- Major Sequences – Smart Planner (Degree Tracker) documents

- UITS – University Information Technology Services
- *UA General Catalog* – example at <http://catalog.arizona.edu/2013-14/>
- UGC – Undergraduate Council
- Curricular Affairs – office responsible for approval of new programs and updates to existing programs. In addition, the staff is available to answer questions and help departments through the approval process
- RCS – Room and Course Scheduling
- UWGEC – University Wide General Education Committee

III. Making Degree Requirement Updates

All communication and documents for the curriculum update process will now be housed on one site for all to reference:

<http://confluence.arizona.edu/confluence/display/DRU/Curriculum+Updates+for+2014-2015>

All updates must be sent to degreerqmtupdates@list.arizona.edu

Updates sent to other email addresses cannot be accepted. In the past this was possible, but to ensure accuracy of information and completion within the timeline all updates must be sent to this address. Please do not send to a member of Curricular Affairs or to a Business Analyst within UITS as this may create a delay in processing the updates.

All updates must be received by December 15th, 2013 to guarantee publication prior to the first orientation session in April 2014. Submissions received after the December 15th deadline will be processed as time and resources allow taking into consideration the level of priority of all tasks and projects for which the Degree Audit and Smart Planner Teams are responsible for completing. All updates will be completed prior to the beginning of the fall 2014 term.

Curricular Affairs is responsible for approval of all curricular updates. Please follow the appropriate outlined procedures when requesting updates.

For additional information on using confluence or the appropriate technology steps for the process, please refer to the Updating and Submitting Degree Requirements document on the above referenced confluence site from UITS.

IV. Contact for questions and assistance

If at any point in the submission or approval process a department representative has questions, please contact Patti King, Director of Curricular Affairs, at pattik@email.arizona.edu or 621-4107 or Kathy Godwin, Assistant Director of Curricular Affairs, at kgodwin@email.arizona.edu or 621-9585.

In addition, during the fall of 2013, Patti and Kathy are available to speak at Department Head meetings or can meet with curriculum committees to discuss the process or walk through questions. Kathy has set up “office hours” from October 14th – December 15th on Monday’s from 1:30 – 4 p.m. and Thursday’s from 9 - 11:30 a.m. (There will be an exception for Nov. 4th and 7th as Kathy will be unavailable for those office hours). These times are when Kathy has dedicated time to travel to departments and colleges for

discussion. Additional times are available as well so please contact Patti or Kathy if you'd like to arrange time to meet with one of them.

V. UA General Catalog as a contract

The *UA General Catalog* is the University's primary, comprehensive single source of departmental, college and university-wide information related to academic programs. Courses, degree programs, and policies that govern progress towards completion of a degree are described in the Catalog. Students are responsible for knowing and understanding the contents of the [catalog they are following](#) and are strongly encouraged to read the UA's [student responsibility](#) policy.

The degree requirements within the Catalog are considered a contract between the university and the student. All degree requirements for a student to graduate should be listed in the Catalog under the majors and/or minors sections and must go through the approval process.

Since the *UA General Catalog* is a contract, departments and colleges ***should not*** request changes to previous catalog years unless it is to the benefit of the student. Consider the following examples:

Acceptable Changes -- A department has created new classes which may be considered as options for a student in their major. The course creations could be due to cancellation of previous options or simply new offerings the department would like to provide. In this case, a change to previous catalogs may be allowed.

Unacceptable Changes -- A department wants to increase the number of required classes in a major. This change would not be allowed for prior catalog years as this would adversely impact the student by requiring additional course work that was not required when the student began the program.

Other examples of items which may not be retroactively changed for previous catalogs:

- a. Increasing a major GPA or grade requirements on courses.
- b. Changing the name of a major. Students may change to a catalog year when the new name is in effect, but the name of a major will not be changed retroactively.
- c. Increases of either additional courses or additional requirements.

VI. New Courses

The deadline to submit additions/modifications of courses through Course and Fee Management for summer or fall courses has been and continues to be February 15th. However, the Academic Advisement Report and Smart Planner cannot be completed until all required/elective courses have been fully approved and entered in the course catalog. To ensure accuracy, all new courses submitted for inclusion in the Academic Advisement Report and Smart Planner for the 2014-15 catalog must be submitted to Room and Course Scheduling through the Course and Fee Management system by December 1st.

If courses are not submitted by that time, they cannot be included in the degree requirements for the 2014-15 Catalog.

VII. Additional Approvals

Several requests for updates require additional approval beyond Curricular Affairs:

1. New courses – details for this are listed in Section VI. For any questions, please contact RCS.
2. Changes to University-wide General Education Curriculum for a degree – if requesting changes please refer to the UWGEC page at <http://gened.arizona.edu/content/exception-guidelines> for the process and requirements.
3. Changes to Major GPA – changes to the major GPA may require a discussion and approval by UGC.

Since each of these require additional time, please plan ahead to discuss the changes and allow for time to have your requests placed on the agenda of the committee(s) as needed. Again, if there are questions about how to initiate these changes, contact Curricular Affairs or the office responsible for the process.

VIII. Review and approval process

The documents submitted via the process outlined on confluence (<http://confluence.arizona.edu/confluence/display/DRU/Curriculum+Updates+for+2014-2015>) will be reviewed by Curricular Affairs. During this review, the staff in Curricular Affairs may contact the department representative with additional questions or to seek clarification. If additional approvals outside of Curricular Affairs are required, the department representative will be notified. Should those groups either deny the approval OR not be able to add the request to the agenda due to time constraints (such as being past the deadline), the request for those changes may be held until 2015-16.

Curricular Affairs will review updates in the order they are received and submit the approvals to the appropriate UITS staff.

At times, the request may be within curriculum update guidelines, but clarification may be needed in order to ensure the information is displayed correctly in the catalog. If needed, a representative from Curricular Affairs in conjunction with the SP or AA team from UITS may ask for clarification and may need to provide options for how the information will be displayed.

As Smart Planner is used as a planning tool to assist students and advisors, the data for SP must be correct and match the data within the Academic Advisement Report. Curricular Affairs will contact the department regarding any discrepancies.

While not part of the approval process, Degree Search data is impacted by the timeline of the approval process. Adhering to the deadlines will ensure Degree Search has updated plans for current and future students.

As previously stated, if there are any questions, please don't hesitate to contact Patti King or Kathy Godwin.

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