


Memorandum**DATE:** October 11, 2013**TO:** Associate Deans, College Advising Coordinators, and Departmental Course Contacts**FROM:** Gail D. Burd, Vice Provost for Academic Affairs 
Patti J. King, Director, Curricular Affairs
Kathy Godwin, Assistant Director, Curricular Affairs**RE:** Curriculum Updates and Deadlines

I wish to bring to your attention the protocol for updating Academic Program Requirements/Advisement Reports. The deadline for change requests this academic year is **December 15, 2013**. This deadline encompasses not only updates to existing curriculum but also the creation of new plans or subplans and the reactivation of discontinued plans/subplans. These changes will be reflected in the *2014-2015 UA General Catalog*.

For all change requests received by the deadline, we can guarantee that once approved, the 2014-2015 updates will be entered in UAccess by mid-April, prior to the first orientation session. We cannot guarantee that late submissions will be processed given workload constraints and drivers that are listed below.

The *UA General Catalog* is the official record of academic program standards and requirements to which students are held accountable. As such, program information must be accurate. Drivers for holding departments accountable to meet the December 15 deadline include:

- Ensures curriculum updates are in place prior to pre-scheduling courses for freshman orientations, the first of which occurs in April, so freshman are correctly registered for classes based on the program requirements for the upcoming academic year.
- Ensures data integrity between what students see in the academic catalog and what their Advisement Reports and Smart Planner display. Additionally, Degree Search is based on Smart Planner data, so any updates for Degree Search must match and already be approved before they will be updated.
- 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 December 15th this year, the likelihood is that it may be even earlier in the fall term in coming years. As such, the following changes to practice are encouraged:

- Academic units should begin discussions about curricular changes early so desired changes can be submitted to Curricular Affairs prior to the published deadline.
- Each academic unit should identify a curriculum contact person as the sole person responsible for corresponding with Curricular Affairs and UITS on curricular issues to avoid conflicting information and/or duplication of effort.

In the coming year, the curriculum update process will be under review to determine how we may increase the transparency and efficiency of the various processes. Please keep this in mind for future updates and plan accordingly for meetings of curriculum committees within each academic unit.

Two attachments are included in the correspondence to explain the process for submission: 1) Updating Degree Requirements (UITS) and 2) Approval of Curriculum Updates (Curricular Affairs). All submissions will be sent to degreeupdates@list.arizona.edu and the current degree plans are located at <http://confluence.arizona.edu/confluence/display/DRU/Curriculum+Updates+for+2014-2015>

If you have questions about the curricular change process, please contact Patti King at pattik@email.arizona.edu or 621-4107 or Kathy Godwin at kgodwin@email.arizona.edu or 621-9585. For questions about Smart Planner, please contact Kathy Godwin.

