

**Memorandum**

**DATE:** October 20, 2014

**TO:** Associate Deans, College Advising Coordinators, Academic Advisors, Directors of Undergraduate Studies, and Departmental Course Contacts

**FROM:** Gail D. Burd, Senior Vice Provost for Academic Affairs *GDB*  
Kasey Urquidez, Vice President for Enrollment Management & Student Affairs Advancement *KUW*

**RE:** Curriculum Updates, Preschedule Updates, and Deadlines

We wish to bring to your attention the protocol for updating academic program requirements/Academic Advisement Reports, SmartPlanner, and pre-schedules for New Student Orientation. The deadline for change requests this academic year is **December 15, 2014**. 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. If these change requests are received by **December 15, 2014**, they will be reflected in the *2015-2016 UA General Catalog*.

In addition to curriculum updates, the deadline this year will also include any changes to pre-schedules for New Student Orientation. This will help streamline processes, provide common deadlines for similar information, and ensure information is the same in each area.

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.

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. Curricular update requests that involve changes to general education curriculum, new courses, changes in GPA, and new subplans require extra approval time. Departments with such changes should contact the appropriate office or committee early in order to have these approvals completed in time.
- 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

Three attachments are included in the correspondence to explain the process for submission: 1) Updating Degree Requirements, 2) Approval of Curriculum Updates, and 3) Pre-scheduler Update Instructions. The 2014-15 documents to begin review are located at

<http://confluence.arizona.edu/confluence/display/DRU/Curriculum+Updates+for+2015-2016>.

Please submit all updates to [degreerqmtupdates@list.arizona.edu](mailto:degreerqmtupdates@list.arizona.edu).

If you have questions about the curricular change process, Smart Planner, or Degree Search, please contact Kathy Godwin at [kgodwin@email.arizona.edu](mailto:kgodwin@email.arizona.edu). For questions about pre-schedule updates, please contact Stefanie Basij at [sbasij@email.arizona.edu](mailto:sbasij@email.arizona.edu)

Thank you.

