

Memorandum

DATE: October 1, 2015

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

RE: Curriculum Updates, Preschedule Updates, and Deadlines

We wish to bring to your attention the protocol for updating academic program requirements/Academic Advisement Reports, Degree Search/SmartPlanner, and pre-schedules for New Student Orientation. The deadline for curricular change requests for the 2016-2017 academic year is **November 15, 2015**. This deadline encompasses not only updates to existing curriculum but also the creation of new subplans and the reactivation of discontinued plans/subplans. Change requests received by **November 15, 2015, and approved by Curricular Affairs** will be reflected in the *2016-2017 UA General Catalog*. Some curriculum requests also require additional approval by University Wide committees. In addition to the updates, Curricular Affairs will be reviewing current subplans to ensure compliance with ABOR policies.

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. Departments must ensure their degree programs are structured to comply with University regulations. This includes the exclusion of tier 1 general education courses from majors, pre-majors, and minors.

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, additional documentation, and may require approval from University councils. Pamela Coonan will work with the departments and appropriate councils 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.
 - **This individual will be required to receive training on the update process as portions of the updates will be within UAccess.**

The process for updating degree requirements, Degree Search, and pre-schedules is outlined in the attached Approval of Curriculum Updates for Curricular Affairs Business Processes Guide.

If you have questions about the curricular change process, Smart Planner, or Degree Search, please contact Kathy Godwin at kgodwin@email.arizona.edu. For questions about pre-schedule updates, please contact Stefanie Basij at sbasij@email.arizona.edu. For questions about subplan requests and requests that require approval from University councils, please contact Pamela Coonan at coonan@email.arizona.edu.

Thank you.

