

Memorandum

DATE: September 19, 2016

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 

RE: Curriculum Updates, Preschedule Updates, and New Academic Program Proposals

We wish to bring to your attention the protocols for updating academic program requirements and orientation pre-scheduling for existing programs and for proposing new degree programs. These protocols have changed slightly to address concerns that departments and colleges have encountered with curricular overlap, to provide RCM governance, and to accommodate the timeframe required by UITS to enter the degree information by the catalog publication deadline of May 1, 2017.

Curricular Updates to Existing Programs

The deadline for curricular change requests for the 2017-2018 academic year is **October 24, 2016**. This deadline includes the creation of new subplans (emphases) and the reactivation or discontinuation of plans/subplans. Change requests received by **October 24, 2016, and approved by Curricular Affairs**, will be reflected in the *2017-2018 UA General Catalog*. The following requests involve additional faculty and/or ABOR approval and will require extra time and documentation:

- New or modifications to admission requirements for existing degree programs
- Changes to the general education requirements for existing degree programs
- CIP code changes
- Major name changes
- Changes in degree type
- Requests to relocate a major to another academic unit
- Substantial changes to the major course requirements
- Course requisites that require a grade of "C" or higher in another course
- Creation, modification, and disestablishment of subplans for existing degree programs

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.

Each academic unit should identify one person who is responsible for corresponding with Curricular Affairs and UITS on curricular issues. Departments are asked to email their representative's contact information to degreeqmtupdates@list.arizona.edu by September 30, 2016. In this email, please state if this person attended UAccess Curricular Update training last year or if he or she will require training this year. The training team will be in touch with scheduling options.

If you have questions about the curricular change process, please contact Pamela Coonan at coonan@email.arizona.edu. For questions about pre-schedule updates, please contact Damien Snook at dsnook@email.arizona.edu.

Requests for New Academic Programs

While we accept new academic degree proposals and certificate proposals on a rolling basis, departments that wish to launch a degree program by fall of 2017 are encouraged to submit the New Academic Program Proposal Forms or the appropriate certificate request forms to Pam Coonan by October 24, 2016. New program proposals can take some time to make it through all of the required faculty governance councils, and we cannot guarantee approval timelines for new academic programs (see <http://www.academicaffairs.arizona.edu/curricular-affairs/planning-approval-process>).