

# Approval of Undergraduate Curriculum Updates

Office:	Curricular Affairs
Business Process Name:	<b>Approval of Undergraduate Curriculum Updates</b>
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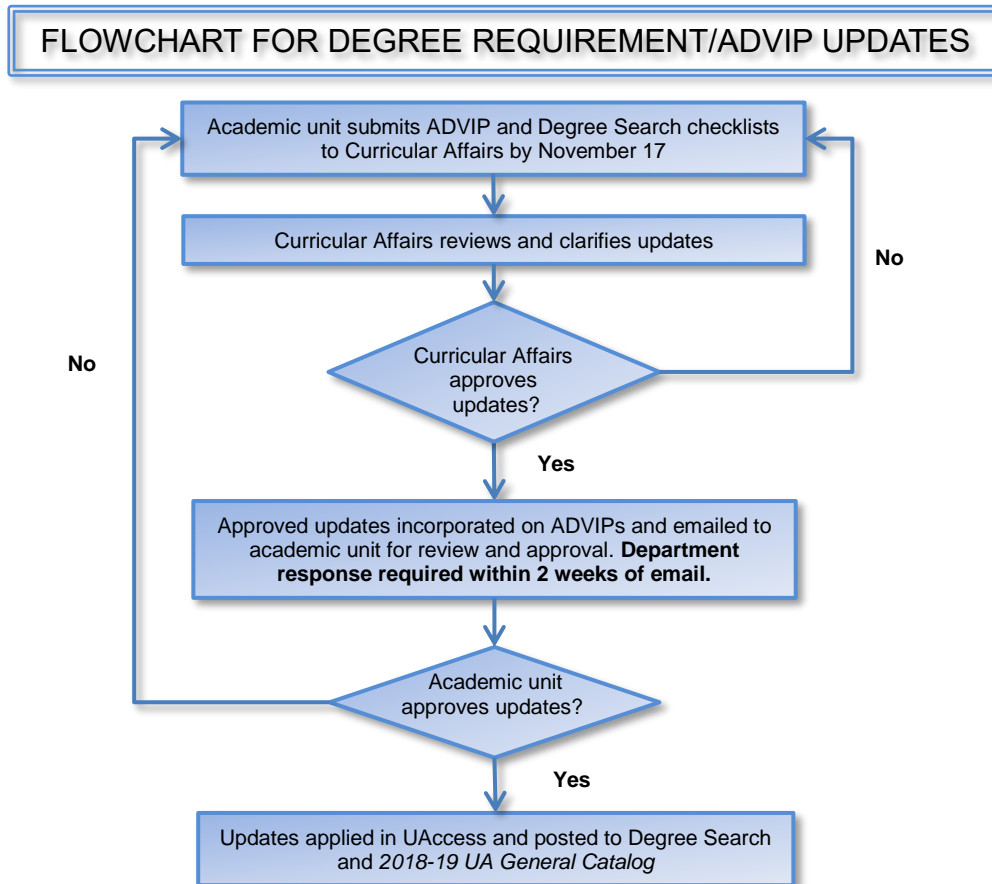
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I. Terminology

- ADVIP/AAR-Academic Advisement Report
- ABOR- Arizona Board of Regents
- College Academic Administrators Council (CAAC)—this body is composed of the associate deans of the academic colleges.
- 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.
- Pre-schedule updates – courses used to pre-schedule new freshmen during freshmen orientation.
- UGC – Undergraduate Council—this body is composed of college representatives.
- UITS – University Information Technology Services
- UWGEC – University Wide General Education Committee

II. Approval Flowchart



### III. **Making Degree Requirement Updates**

#### Important Notes:

Updates must involve discussions between faculty and support staff (i.e. advisors, program coordinators, etc.) to ensure students' needs and programmatic learning outcomes are primary considerations. Academic units are encouraged to allow time to go through all internal approval processes within their unit along with any college curriculum committees or processes.

Curricular Affairs is responsible for approval of all curricular updates. Curricular Affairs staff members will check curricular updates to ensure they follow academic policy and will work with department representative(s) on updates that need revisions.

Submissions received after the established deadline may not be processed. Refer to relevant deadlines noted in this guide.

#### Methods for updating curricular information is as follows:

Degree Requirements/AAR/ADVIP – submitted through UA Curriculum Update module in UAccess. Access to module requires 1-1 training. Refer to “[UAccess Curriculum Updates Guide](#)” and contact Stephanie Carlson ([scarlson@email.arizona.edu](mailto:scarlson@email.arizona.edu)) for further information regarding training. **Additional approval is required for significant changes to degree requirements, refer to section VII of this guide.**

Degree Search – use “[Degree Search Updates Spreadsheet](#)” to update Degree Search sequences (<http://www.degreesearch.arizona.edu>). Refer to “[Degree Search Updates Guide](#)” for instructions on updating and submitting the Degree Search spreadsheet.

Pre-scheduling – department-approved representative(s) will be sent pre-schedule information from Office of Admissions and UITS. Updates to pre-schedules must be submitted to [degreeerqmtupdates@list.arizona.edu](mailto:degreeerqmtupdates@list.arizona.edu). Updates to pre-schedules may require Curricular Affairs approval.

### IV. **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 *UA General 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.

Degree requirements within the *UA General Catalog* are a contract between the university and the student. All degree requirements for a student to graduate must be listed in the *UA General Catalog* under the majors and/or minors sections and must go through the approval process. **Information about degree requirements found on department/college websites, Degree Search, major checklists, etc., must match degree requirements listed in the *UA General Catalog*, as required by the Higher Learning Commission, our regional accreditor.**

## V. Retroactive Changes

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 Retroactive Changes – department has created new courses 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 permitted.

Unacceptable Retroactive Changes – department wants to increase the number of required courses in a major. This retroactive change would not be permitted, as this would adversely impact students by requiring additional coursework that was not required when the student began the program.

Other examples of items which may not be retroactively changed for previous catalogs: increasing a major GPA or adding a new requirement line on the Advisement Report; and increases of either additional courses or additional requirements.

If a department is requesting updates to a previous catalog and those changes would be considered acceptable:

1. add acceptable retroactive change request(s) as part of AAR/ADVIP updates through the UAccess Curriculum Update module or
2. contact Stephanie Carlson ([scarlson@email.arizona.edu](mailto:scarlson@email.arizona.edu)) if retroactive changes needed are after AAR/ADVIP updates have been made/submitted.

Approved retroactive change requests will be processed as time permits. Updates to the upcoming catalog will take precedence over changes to previous catalogs.

*Note: It is imperative that departments review submitted changes, approved updates, and final products to ensure they are correct.*

## VI. New Courses

Deadlines to submit course additions/modifications through the UAccess Student Course Management process are found [here](#). A new Academic Advisement Report and Degree Search plan cannot be completed until all required and elective coursework has been fully approved and entered in the course catalog. To ensure accuracy, all new courses submitted for inclusion in the Academic Advisement Report and Degree Search for the upcoming catalog must be submitted to Room and Course Scheduling through UAccess Student Course Management system by **December 1**. Courses not submitted by December 1 cannot be included in the degree requirements for the upcoming catalog.

*Note: Information regarding course fees including deadlines and process for submitting requests can be found [here](#).*

VII. **New Subplans**

Departments that wish to propose new subplans (also referred to as emphases, concentrations, subspecialties, or specializations) for inclusion in the upcoming catalog must submit the [Undergraduate Subplan Request Form](#) and required supporting documentation to Martin Marquez ([martinmarquez@email.arizona.edu](mailto:martinmarquez@email.arizona.edu)) by October 24.

ABOR policy regarding subplans is available at:  
<http://azregents.asu.edu/rrc/Policy%20Manual/2-221Academic%20Degree%20Programs.pdf>.

VIII. **Additional Approvals**

Several requests for updates require additional approval beyond Curricular Affairs. Below are examples requiring additional approvals. Departments with the following changes should complete the noted request form and submit to Martin Marquez by the due date noted. Martin will work with the department(s) and faculty councils to place the change requests on their agendas.

**PLEASE NOTE:** The table below assumes departments are making a single type of change. If more than one change is requested, and at least one of the changes requires submission of the [Request for Curricular Changes Form](#), then departments must submit all requested changes on the Request for Curricular Changes Form. **DEPARTMENTS THAT ARE REQUESTING CHANGES SHOULD ALSO SUBMIT THESE CHANGES ON THEIR AAR/ADVIP AND DEGREE SEARCH UPDATES.**

Curricular Change Type	Form(s) Required	Approvals Needed	Request Due Date
Creation of a new major or minor	<a href="#">New Academic Program Request Form</a>  <a href="#">Appropriate Comparison Chart</a>  <a href="#">Budget form</a>	Curricular Affairs CAAC UGC or GC Provost Council Faculty Senate Executive Committee Faculty Senate ABOR	Ongoing
Disestablishment of a major or minor	Memo to Pam Coonan with justification for the requested change and a detailed teach out plan (how you will handle current students). Memo must be signed by Department Head and Academic Dean.	Curricular Affairs CAAC UGC or GC  May need to go to ABOR if it is in a critical area of study, such as the STEM disciplines.	Ongoing
Change in University Wide General Education for the major	<a href="#">Request for Curricular Changes Form</a>	Curricular Affairs UWGEC UGC or GC	October 24, 2017

Changes to Major GPA and admission requirements to the major	<a href="#">Request for Curricular Changes Form</a>	Curricular Affairs UGC or GC	October 24, 2017
Name changes to the major with <b>NO</b> accompanying changes to major requirements (consult the table for additional information on the other changes being requested)	Memo to Pam Coonan with justification for the changes and explanation of impact to current students. Memo must be signed by Department Head and Academic Dean.	Curricular Affairs UGC CAAC ABOR	November 17, 2017
CIP code changes (with <b>NO</b> accompanying changes to the major requirements)	Memo to Pam Coonan with justification for the requested change. Memo must be signed by Department Head and Academic Dean and should explain how the required courses in the major and curriculum fit the proposed code.	Curricular Affairs	November 17, 2017
Change of degree type	<a href="#">Request for Curricular Changes Form</a>	Curricular Affairs UWGEC UGC or GC CAAC ABOR approval	October 24, 2017
Substantial changes to major course requirements (increasing or decreasing units required in the major, changing the themes of the major, changing core requirements in the major, etc.)	<a href="#">Request for Curricular Changes Form</a>	Curricular Affairs UGC or GC CAAC  May require ABOR approval.	October 24, 2017
Substantial changes to minor course requirements	<a href="#">Request for Curricular Changes Form-Minors</a>	Curricular Affairs UGC or GC CAAC	October 24, 2017
Course requisites with a grade of “B” or higher in another course	<a href="#">Request to Establish a Grade Requisite of B or Higher in a Course</a> and supporting data	Curricular Affairs UGC	Ongoing
Creation of Subplans for an Existing Major	<a href="#">Undergraduate Subplan Request Form</a> with accompanying data and supporting documentation.	Curricular Affairs UGC or GC CAAC	October 24, 2017
Disestablishment of existing subplans	Memo to Pam Coonan with justification for the requested change and a	Curricular Affairs	November 17, 2017

	detailed teach out plan (how you will handle current students). Memo must be signed by Department Head and Academic Dean.		
Name changes to an existing subplan or minor with <b>NO</b> accompanying changes to requirements	Memo to Pam Coonan with justification for the requested change. Memo must be signed by Department Head and Academic Dean.	Curricular Affairs CAAC UGC	November 17, 2017
Creation of Undergraduate or Graduate Certificate	<a href="#">Undergraduate or Graduate Certificate Request Form</a> *  <a href="#">Appropriate Comparison Chart</a>  <a href="#">Budget form</a>	Curricular Affairs CAAC UGC or GC	Ongoing  * Please note that we currently have a moratorium on new undergraduate certificates
Curricular or Name Changes to Existing Certificates	Memo to Pam Coonan with justification for the requested change. Memo must be signed by Department Head and Academic Dean.	Curricular Affairs CAAC UGC or GC	Ongoing
Disestablishment of Productive Certificates	Memo to Pam Coonan with justification for the requested change and a detailed teach out plan (how you will handle current students). Memo must be signed by Department Head and Academic Dean.	Curricular Affairs CAAC UGC or GC	Ongoing

#### IX. Review and Approval Process

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

As Degree Search is a planning tool to assist students and advisors, the data used to generate the information in it must match the data within the Academic Advisement Report. Curricular Affairs will contact the department regarding any discrepancies.

Pre-schedule updates will also be submitted through the same process. Departments are not permitted to list specific tier 1 courses on their pre-scheduling rank order. In other words, departments are permitted to list INDV 150, but they must not list PSY 150A1 on their pre-scheduling requests. Curricular Affairs and Orientation staff will work jointly to make sure

information is sent to appropriate personnel. Curricular Affairs staff will review courses for pre-scheduling to ensure alignment with stated/required major curriculum.

Departments will have **2 weeks** from the notification of AAR/ADVIP update completions to verify the information is correct. **If no approval is received by the end of that 2 week period, the information is considered correct, approved, and is uploaded to the UA General Catalog.** Departments are required to check the catalog for accuracy once AAR/ADVIP updates have been uploaded.

X. **Contact for Questions and Assistance**

Contact Stephanie Carlson regarding questions about AAR/ADVIP updates  
([scarlson@email.arizona.edu](mailto:scarlson@email.arizona.edu))

Contact Martin Marquez regarding questions about the “Additional Approvals” processes  
([martinmarquez@email.arizona.edu](mailto:martinmarquez@email.arizona.edu))