ACADEMIC AFFAIRS
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Memorandum

DATE: August 25, 2017

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 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 programs. The protocols have changed slightly to address concerns departments and colleges have encountered with curricular overlap and RCM poaching issues and to accommodate the timeframe required by UITS to enter the degree information by the catalog publication deadline of May 1, 2018. For more information and directions, refer to [Curricular Affairs Guides and Forms.](#)

Curricular Updates to Existing Programs
Minor changes to existing curriculum/program academic advisement reports (ADVIP/AAR):
Minor updates to advisement reports including new course options, adding descriptions to current requirements, house-numbered course limits, etc., are due on or before **November 17, 2017.** Department representatives submit updates through UA Curriculum Update module in UAccess. Each academic unit should have one person who is responsible for corresponding with Curricular Affairs and UITS on advisement report/ADVIP issues.

Proposing significant changes
The deadline for significant curricular change proposals for the 2018-2019 academic year is **October 24, 2017**. This deadline includes the creation of new subplans (emphases) and the reactivation or discontinuation of plans/subplans. Change requests received by **October 24, 2017, and approved by Curricular Affairs** will be reflected in the _2018-2019 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
Change of degree type
Requests to relocate a major to another academic unit
Substantial changes to the program course requirements
Course requisites that require a grade of "B" 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.

If you have questions about the curricular change process, please contact Martin Marquez at martinmarquez@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 2018 are encouraged to submit the New Academic Program Proposal Form or the appropriate certificate request forms to Martin Marquez by October 24, 2017. 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. Attached you'll find the Approval of New Academic Programs Flowchart, the New Academic Program Request for Approval Form, Major and Minor/Certificate Comparison Chart, and Budget Form. These attachments are also found on the Curricular Affairs Guides and Forms page.