

# Undergraduate Curriculum Updates Process Guide

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| Office:                   | Office of the Registrar, Academic Catalog & Policies |
| Business Process Name:    | <b>Approval of Undergraduate Curriculum Updates</b>  |
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| Updates for Catalog Year: | 2021-2022  |
| Modified by:              | Abbie Sorg   |

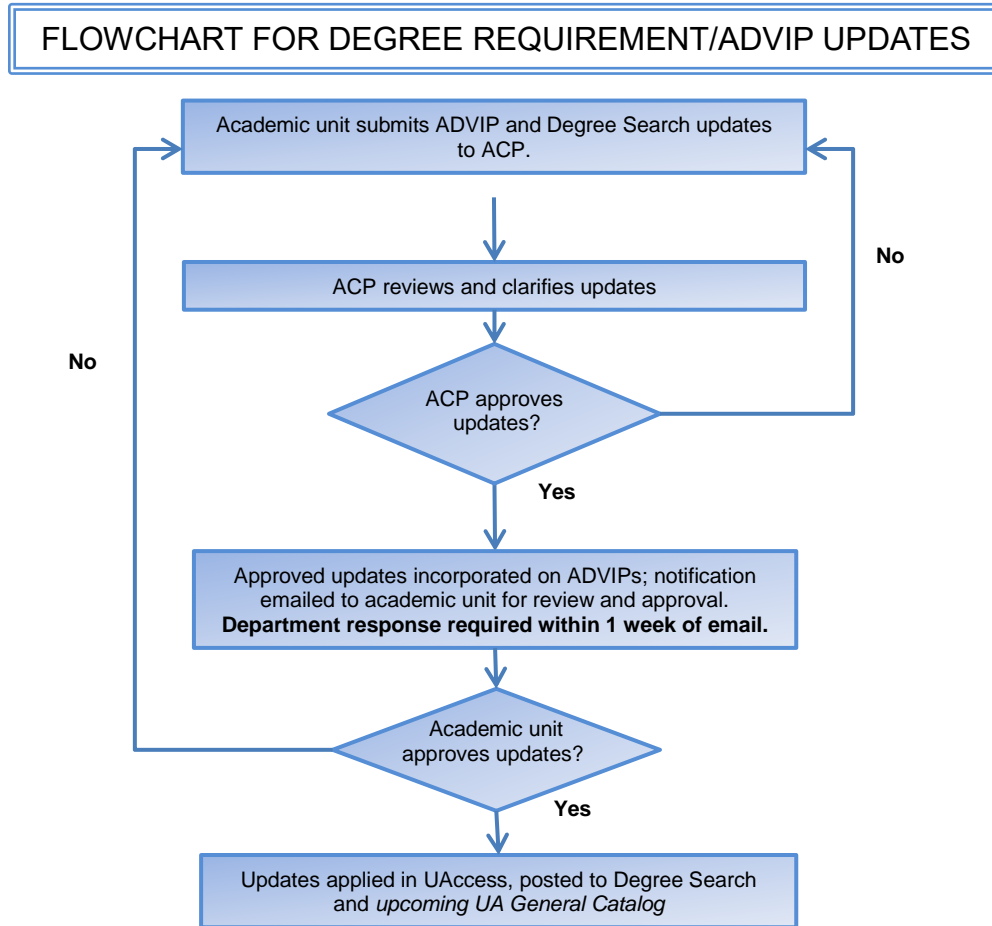
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I. **Terminology**

- ACP – Office of the Registrar, Academic Catalog & Policies unit
- AAR/ADVIP- Academic Advisement Report
- Pre-schedule– courses used to pre-schedule new first-year students during orientation.
- UITS – University Information Technology Services

II. **Approval Flowchart**



III. **Making AAR/ADVIP Requirement and Degree Search 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.

The Academic Catalog & Policies unit (ACP) is responsible for approval of all curricular

updates. ACP staff members will check curricular updates to ensure they follow academic policy and will work with department representative(s) on updates needing revisions.

Submissions received after the established deadline may not be processed.

Methods for updating curricular information is as follows:

*Annual AAR/ADVIP Requirement, Program Description, Learning Outcome, and Degree Search Updates*– submitted through UA Curriculum Update module in UAccess. Access to module requires 1-1 training. Refer to “[How to: Submit Annual Curricular Updates](#)”. Set up a training appointment with Abbie Sorg ([asorg@email.arizona.edu](mailto:asorg@email.arizona.edu)).

**Additional approval is required for significant changes to degree requirements; refer to Undergraduate Proposal Approval Table.**

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

#### IV. **UA General Catalog**

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.

All officially approved degree requirements for a student to graduate must be listed in the *UA General Catalog* under the appropriate sections. 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 for AAR/ADVIPs**

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 students in their major. The course creations could be due to cancellation of previous options or 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. Additional examples of items which may not be retroactively changed for previous catalogs: increasing major GPA, adding a new requirement (increases of either additional courses or additional requirements), and removing course options from 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, utilizing the “Backdate” functionality to specify which catalog years should be retroactively updated. OR
2. contact ACP 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 confirm they are correct.*

#### VI. New Courses

Deadlines to submit course additions/modifications through the UAccess Student Course Management process are found on the Curricular Affairs website. 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.

#### VII. Additional Approvals

Several requests for updates require additional approval beyond ACP. The types of requests, forms required, approvals needed, and deadlines can be found on the [Undergraduate Proposal Approval Table](#).

#### VIII. Review and Approval Process

For Annual AAR/ADVIP Updates:

ACP staff will review AAR/ADVIP updates in the order received and submit approvals to the appropriate UITS staff. Once updates have been completed, departments will receive email notification and will have **1 week** from the notification of AAR/ADVIP update completions to verify the information is correct. **If no approval is received by the end of that 1-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.

For Degree Search:

As Degree Search is a planning tool to assist students and advisors, the data used to generate the 4-year plans must match requirements on the AAR/ADVIP. It is important that

departments ensure consistency between Degree Search 4-year plans and AAR/ADVIPs. Failure to do so will delay posting/updating of 4-year plans on the Degree Search page. ACP staff will contact the department regarding any discrepancies.

For Pre-Schedules:

Pre-schedules are sent to assigned college/department representatives. Contact Lindsay Wedge ([lwedge@email.arizona.edu](mailto:lwedge@email.arizona.edu)) for the list of your department/college representatives. 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. ACP staff will review pre-schedule updates to ensure alignment with stated/required major curriculum and compliance with established policies and practices.

For Proposals Requiring Additional Approvals

Requests requiring additional approval (as described on the [Undergraduate Proposal Approval Table](#)) will be reviewed and feedback provided. Curricular Affairs staff will shepherd proposals through required committees and keep proposers updated regarding approval.

IX. **Contact for Questions and Assistance**

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