

DEPAUL UNIVERSITY



Course Changes and Degree Requirement Changes

Category: Academic Affairs – Faculty Council

Responsible Department: Academic Affairs

Responsible Officer: Provost

Effective Date: 11/6/2020

Policy Summary

This policy outlines the frequency, deadlines, and submission procedures applicable to various types of curricular changes.

Scope

This policy affects all faculty and students, as well as staff working in schools, colleges, and Academic Affairs departments.

Policy

Official changes in course-related information (e.g., course number, titles, and descriptions) are submitted and approved in the Course Information Management (CIM) system through the Course Proposal Form. These changes will surface in the Catalog when the Catalog next opens for editing. Updates may be made using CIM when the software is implemented, the current target date of which is Spring 2021.

New prerequisites, or changes to existing prerequisites, must be submitted by the college to the Office of the University Registrar at least one week prior to the start of registration for the effective term.

Multiple changes or thorough revisions in the requirements of a program, major, or concentration must be made via the CIM Program Form and approved and forwarded to the Office of the University Registrar via CIM workflow by May 15th to be effective for Autumn term, and by October 15th to be effective in the Winter/Spring/Summer terms.

New programs, majors, or concentrations submitted through the Course Information Management system that have received the required approvals may be added to the University Catalog edition that corresponds with the first term active.

Procedures

Updating Existing Programs

Changes in course titles, numbers, and descriptions are made in the CIM system by the appointed college designee(s). These changes will surface in the Catalog when it next opens for editing. New prerequisites, or changes to existing prerequisites, must be submitted by the college to the Office of the University Registrar at least one week prior to the start of registration for the effective term.

Updates to program requirements, such as major, minor, and concentration changes, must be submitted and approved through the CIM system by May 15 for Autumn term or by October 15 for Winter/Spring/Summer terms.

Creating New Programs

New programs may be submitted at any time through the CIM Program Proposal form and will be added to the University Catalog on an ongoing basis upon appropriate approval; there is no deadline to submit this information. The college office will notify the Office of the University Registrar (ursupport@depaul.edu) of the new program.

Divisional Collaborations

Faculty Council
Committee on Academic Policy
School/College Offices
Associate Deans
Office of the University Registrar

Contact Information

Office of the University Registrar
ursupport@depaul.edu

Appendices

None.

History/Revisions

Origination Date: 9/1/2001
Last Amended Date: 11/4/2020
Next Review Date: N/A