

# DEPAUL UNIVERSITY

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## Course Changes and Degree Requirement Changes

**Category:** Academic Affairs - Faculty Council

**Responsible Department:** Academic Affairs

**Responsible Officer:** Provost

**Effective Date:** 11/16/2010

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### Policy Summary

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

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### Scope

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This policy affects the following groups of the University:

- Full-Time Staff
- Part-Time Staff
- Full-Time Faculty
- Part-Time Faculty
- Students

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

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### Policy

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Official changes in courses, course numbers, titles, descriptions, and prerequisites and minor changes in program requirements may be made on a quarterly basis. To be effective for the following quarter/semester the authorized Associate Dean must forward changes to the Office of University Registrar no later than one week before the opening of registration for the quarter in which the changes are to be effective.

Multiple changes or thorough revisions in the requirements of a program, major, or concentration or the addition of new majors or concentrations which have received the required approvals must be forwarded to the Office of the University Registrar by May 15<sup>th</sup> to be effective in the Summer/Autumn terms, and by October 15<sup>th</sup> to be effective in the Winter/Spring terms.

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## **Procedures**

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Curricular changes that are relatively limited in nature, such as changes in course titles, descriptions, and prerequisites or minor changes in a program's requirements may be submitted by the Associate Dean to the Office of University Registrar up to one week before registration for the effective term begins.

Course updates (including changes and additions) are entered into the official student records system by the appointed a college designee.

All other changes, such as addition of new majors or concentrations, or wide-ranging changes to program requirements, may be submitted to the Student Record Support team by the Associate Dean by May 15 for Summer/Autumn terms, or by October 15 for Winte/Spring terms.

Major, minor and concentration additions and updates are entered by the Office of the University Registrar Support team.

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## **Divisional Collaborations**

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

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## **Contact Information**

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### **DePaul Central / Office of the University Registrar**

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## **Appendices**

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None.

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## **History/Revisions**

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Origination Date: 09/01/2001  
Last Amended Date: 11/16/2010  
Next Review Date: N/A