

New course ADD, MODIFY, or INACTIVATE to Curriculum Process

Curricular Affairs, 1st Step:

Who is in the Office of Curricular Affairs?

Liz Sandoval

Manager

Handles all and any issues having to do with program modifications and preparing proposals for new academic programs, global programs, CIP code updates, and any other issues under our scope of work.

Rebecca Drake

Program Coordinator

Lead on course related issues and questions.

Melanie Madden

Program Manager

Lead on most undergraduate program proposals, new and modifications; will also assist in course form review and approval.

Access to UA Course Management:

- UA Provisional Tool <https://uarizona.service-now.com/accessflow>
 - Add Role Selection
 - Department Initiator
 - Fee Course Initiator

Dates & Deadlines:

<https://academicadmin.arizona.edu/courseapprovals>

- a. Winter/Spring 2022 Sept. 1, 2021
- b. Fall/Summer 2022 Jan 20, 2022

Priority Route Start:

- Finalized forms must be submitted no later than 1/20 for Summer/Fall to receive priority routing. We encourage submissions as far before the deadline as possible. Forms submitted after deadlines will be reviewed and routed as workload and final processing deadlines permit.

1. Faculty process:

- Faculty request to initiate a new course to the Fall, Winter, Spring, or Summer terms.

- Faculty will be sent the *New Course Add, Modify, Inactivate Template* from Rocina Garcia.
- Faculty must complete a syllabus according to the policies.
 - <https://grad.arizona.edu/policies/academic-policies/graduate-college-syllabus-policy> (Graduate)
 - [https://grad.arizona.edu/sites/default/files/uagc_main_page/proposed information items for undergraduate and graduate syllabus templates rev 11-4-2019 002 0.pdf](https://grad.arizona.edu/sites/default/files/uagc_main_page/proposed_information_items_for_undergraduate_and_graduate_syllabus_templates_rev_11-4-2019_002_0.pdf) (Undergraduate)
- Faculty should then email the completed form and syllabus back to Academic Staff to enter into UAccess *Curriculum Management*.

2. Academic Staff Process:

- Enter into UAccess
 1. <https://uaccess.arizona.edu/>
 2. UAccess Administrative Staff
 3. Click on Navigator>Curriculum Management>UA Curriculum Management> UA Course Management
 4. Select the form you need
 - UA Course Add
 - UA Course Modify, or
 - UA Course Inactivate
 5. Use **Find an Existing Value** to locate an existing transaction that was saved or submitted or **Add a New Value** to create a new form.

Routing Process and Approval:

Undergraduate Courses: (NO requirements or Attributes)

- Department (Geosciences)
- College (College of Science)
 - **Graduate Course:**
 - Graduate College Dean (Maggie Pitts)
 - **Undergraduate Course with requirements or attributes**
 - (Ex.) Math 112
 - Math Department will be routed for approval or suggestions.
- Curriculum Affairs (Rebecca Drake)
 - Review syllabus/curriculum policies
 - According to learning outcomes & objectives.

- Incomplete information
 - If any issues or items missing on form or syllabus, curriculum affairs, will email the initiator to make corrections and have faculty correct deficiencies.
- 10-day review
 - Add curriculum course email goes out to all University of Arizona Departments for curriculum review.
 - If another Department at UA disputes the course based on course conflicts, then the Departments need to meet to come to an agreement regarding the conflict. <https://academicadmin.arizona.edu/guidelines-resolving-course-conflicts>
 - Academic department will set up an in person meeting or zoom with the department and faculty member to discuss dispute and come to a resolution.
 - Once dispute is resolved then Initiator should email curriculum affairs, Rebecca Drake, with resolution.
 - Once 10-day review is complete, and all conflicts are resolved then curriculum affairs approve the new course and forwards to the Registrar's office to push the course into the catalog.

3. Registrar's Process:

- Once registrar receives the approval from the curriculum affairs they will push the course into the catalog.
- Once in catalog Initiator can enter an Add form to RCS to enter the section for students to add to enrollment. <https://registrar.arizona.edu/faculty-staff-resources/room-course-scheduling/schedule-classes/schedule-classes-request-forms>

Breakdown of the divisions involved in courses and programs.

Curriculum Affairs
 Prior to catalog
 New Program
 New, Modify, inactivate courses

Registrar's Office
 Catalog & Academic Team
 Enter new course into Catalog

RCS
 Schedule of Classes
 Set up Sections
 Add/Modify/Cancel