

Curriculum Change Procedure

If a curriculum is revised after a student has been admitted, the student has the option of pursuing the revised curriculum or the curriculum in place at the time of admission. The decision to follow the revised curriculum must be made no later than the end of the academic year in which the revised curriculum becomes operative.

Academic departments which are implementing curriculum changes should notify all students who will be affected by the changes to outline/explain these changes. Notification should be multi-faceted (i.e., letters, announcements on homepages, meetings with groups of students, announcements in class) to ensure wide dissemination of information. Bridge courses may be developed to facilitate a student's switching to a revised curriculum.

Academic departments will need to keep accurate records on their students. This will ensure that academic advisors know which curriculum their advisees are following as they proceed toward graduation.

Approved by CAA: December 5, 2001