

Prior to spring 2010 the Committee on Courses of Instruction had a firm deadline for the submission of course forms. Exceptions were made for late submissions, but there were usually very few of them. Simultaneous with the roll-out of the Senate Course Review System, the Committee, in consultation with the Office of the Registrar, created separate deadlines for minor/inactivation forms versus new/major/reactivation forms. New/major/reactivation forms were given a deadline that was 10 to 12 weeks prior to the start of the term, but minor changes could now be submitted through the final week of an active term.

The goal in extending the deadline for minor forms was to make instructor corrections easier if changes were needed after the term began. The system also allowed new and major forms to be submitted after the deadline, provided approval could be obtained from the Chair of the Committee on Courses of Instruction.

As illustrated below, the most recent terms show a trend toward late submissions for all types of forms. Changes made to courses after study list filing has begun require manual intervention by Student Information programmers to synchronize Course Catalog updates with the Schedule of Classes and with course rosters.

FA15	Total	Late (after New/Major Deadline - Jul. 10)	
Inactivate:	22	15	
Minor:	127	71	
Major/React:	59	17	
New:	20	3	
Total:	228	106	46%

WI16	Total	Late (after New/Major Deadline - Oct. 6)	
Inactivate:	11	10	
Minor:	110	72	
Major/React:	24	8	
New:	18	5	
Total:	163	95	58%

SP16	Total	Late (after New/Major Deadline - Dec.18)	
Inactivate:	18	16	
Minor:	65	51	
Major/React:	41	18	
New:	20	4	
Total:	144	89	62%

ST16	Total	Late (after New/Major Deadline - Apr.8)	
Inactivate:	13	13	
Minor:	74	58	
Major:	8	4	
New:	12	2	
Total:	107	77	72%

FA16	Total	Late (after New/Major Deadline – Jul. 5) [Forms are still being submitted]	
Inactivate:	16	14	
Minor:	120	83	
Major/React:	46	17	
New:	21	4	
Total:	203	118	58%