

Request to Pause on Submitting Non-Critical Course Changes

To help ensure that course data is as clean and accurate as possible when we go live with Workday Student in Fall 2025, the Workday Student team, in collaboration with the provost's office, requests that departments pause on submitting non-critical course changes during the 2024/2025 academic year. This will allow the curriculum unit to better manage the process of maintaining critical course changes in three systems, UAConnect, CourseLeaf and Workday, during the last year of implementation.

This does NOT impact program changes.

This requested pause is for both major and minor course changes, but with different deadlines:

- deadline for major changes to be approved at May 1 faculty senate meeting: April 10
- deadline for major changes to be approved at special May 13 faculty senate remote vote: must reach Undergraduate or Graduate Council by April 30
- deadline for minor changes: must submit into CourseLeaf by April 30

Any change already in progress or submitted by these deadlines will be processed as normal.

Critical course changes will continue to be processed. Examples of critical course changes include:

- new or modified courses needed for new programs or significantly altered programs that are effective AND will be taught between Fall 2024 and Fall 2025
- course changes needed to meet accreditation requirements
- course changes submitted to correct errors in the current course setup
- new or modified courses for new faculty that are effective AND will be taught between Fall 2024 and Fall 2025

All critical course changes **MUST INCLUDE a justification statement** which details how the change meets the above criteria.

All non-critical course changes can be made beginning in Fall 2025 when we are live in Workday Student and only have one student information system to maintain.