May 25, 2010

MEMORANDUM

TO: Department Chairs, Program Directors, Directors of Undergraduate Studies, Directors of Graduate Studies

FROM: Ingeborg Walther, Associate Dean, Trinity College of Arts & Sciences and Director, Office of Curriculum and Course Development

CC: Deans Al Crumbliss and Lee Baker (School of Arts & Sciences)
    Deans Bill Chameides and Emily Klein (Nicholas School of the Environment)
    Deans Jo Rae Wright and David Bell (Graduate School)
    Deans Tom Katsouleas and Linda Franzoni (Pratt School of Engineering)
    Dean Bruce Kuniholm (Sanford School of Public Policy)
    Prof. Dona Chikaraishi and Trish McCoy (Medical School Basic Sciences)
    Bruce Cunningham, University Registrar
    Provost Peter Lange

RE: COURSE RENUMBERING: IMPORTANT UPDATE ON IMPLEMENTATION AND REVISED TIMELINE

As you are well aware, the recent financial crisis has necessitated a number of changes in the operations of many schools, departments, programs, and offices of the university. In particular, the early retirement incentives and the overall reduction and turnover in support staff has made this past year difficult in many respects, and has not been without its impact on the course renumbering project. The good news is that the process of course renumbering has led many departments and programs to initiate significant curricular changes. While this has been a very positive and healthy development, it has also substantially increased the workload of my office, the faculty committees on curriculum and courses, and the office of the registrar which has been operating with reduced staff. These factors together have led to understandable delays in meeting the originally proposed deadlines and timeline for implementation of the new numbers. In order to allow sufficient time to accomplish the monumental task of having all the new numbers in place in all the systems, course descriptions, bulletins, websites, advising materials, etc., it is necessary to revise the implementation process and timeline as outlined on the following page of this memorandum.

Please read the following revised timeline and procedures carefully. Thank you for your continued patience and understanding through this arduous yet ultimately worthwhile process!
REVISED TIMELINE:

1. **Summer 2010:**
   A&S Offices of Curriculum and Course Development and Academic Services and Systems continue review and update of all department / program course renumbering spreadsheets; prepare and finalize spreadsheets for registrar processing.

2. **Fall 2010:**
   Office of the Registrar enters new numbers into all student records systems; effective date August, 2012.
   All new numbers published on Arts & Sciences Curriculum and Course Development website for use by departments, programs, administrators, faculty, advisors, etc.

3. **2010-2011 academic year:**
   Registrar, SISS, and Trinity offices in core records systems update all course descriptions, replacing old numbers with new, effective date August, 2012; create new fields in ACES, make revisions to online course request program to accommodate new numbers.

4. **Summer/Fall 2011:**
   Departments, programs, administrative offices update Bulletin text (for majors, minors, certificates, etc.), websites, admission and advising materials, etc. with new numbers in time for spring semester, when students will register for fall 2012 with new numbers. Deadline: December 2011.

5. **Spring 2012**
   Students register for fall 2012 courses under the new numbers. (All systems, websites, brochures, advising materials in place.)

6. **Fall 2012**
   First semester under new course numbers.

IMPORTANT NOTE ON COURSE REQUEST PROCEDURES:

In order to allow time for putting the spreadsheets into final form and for the registrar to enter all new numbers into all systems, it will be necessary to put a freeze on all courses between September and December of this year, so that the ground is not constantly shifting under foot. Therefore, the usual September 1st deadline for requests for new courses to be offered next spring semester will have to be a hard deadline. The Registrar will not be able to process requests for new courses between September and December. Requests for course changes and special topics received after the September 1st deadline will still be processed, but as always, there is no guarantee they will be approved by the courses committee and processed in time for registration for spring courses if received after the deadline. Requests for new courses received after the September 1st deadline will not be processed until after December 1, 2010.

We therefore ask departments and programs who wish to offer new courses in the spring semester of 2011 to observe the September 1st deadline. If you miss the deadline, your new courses for spring semester will have to be offered as Special Topics.

For all requests for new courses submitted between now and the September 1st deadline, please be sure to indicate the new number in the “Remarks” section of the course request form.

Thanks again, and please do not hesitate to contact me if you have any questions or concerns.