

Program & Course Approval Process at Reed

Registrar's Office

August 2023

[Program proposals or requirement changes](#) are changes to the requirements a student must complete in order to graduate. These are considered significant and *require approval by the Reed faculty prior to spring break*.

See [Program and Course Approval Pathways](#) for the specific approvals necessary to submit a program change.

Talk to the Registrar's Office! This is required in order to ensure your program includes standardized language, formatting, and will work with the degree progress tool. We're here to help! *Our contact information is below*.

Submit your program changes EARLY – preferably before you leave for the winter break. **Program proposals/changes are DUE Jan 3.**

For other relevant dates regarding updates to next year's catalog, refer to the [Catalog/Schedule Production Calendar](#).

Course approvals are newly proposed courses or substantive changes to existing courses. They occur throughout the year, but most commonly in the spring semester. They should be *resolved before the end of the academic year*.

See [Program and Course Approval Pathways](#) for the specific approvals necessary to submit a new course, or a course revision.

Look for planning materials for next year's schedule from the registrar by February 2nd. Your schedule plans for next year are **due by Mar 1**.

No More Forms! Use the etrieve workflow to submit your course approvals and revisions: <https://etcentral.reed.edu/>. We will only accept course approvals and revisions via etrieve. The etrieve tool will do the routing between departments, divisions, and CAPP for you!

Course approvals are typically due in two rounds:

- First round due Feb 27
- Final round due Mar 28

We will accept course approvals and revisions outside of these dates; however, submitting them by the dates above will ensure the courses appear in the schedule and catalog descriptions in time for registration in April.

For other relevant dates regarding next year's schedule, refer to the [Catalog/Schedule Production Calendar](#).

QUESTIONS? We can help!

Registrar's web page: reed.edu/registrar

Faculty/Department chair resources:
reed.edu/registrar/faculty_resources

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