**Program** & **Course Approval** Process at Reed
Registrar’s Office
August 2022

*Program (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.

Submit your program change EARLY – preferably before you leave for the winter break. **Program changes are DUE Jan 3, 2023.**

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

The Registrar is available to talk through your proposed changes, and help resolve any questions before they go through the formal process. We’re here to help! *Our contact information is below.*

**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 3rd. Your schedule plans for next year are **due by Mar 3, 2023.**

**No More Forms!** Use the etrieve workflow to submit your course approvals and revisions: [https://etcentral.reed.edu/#/form/36](https://etcentral.reed.edu/#/form/36). 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 28, 2022
- Final round due Apr 1, 2022

*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](http://reed.edu/registrar)
Faculty/Department chair resources: [reed.edu/registrar/faculty_resources](http://reed.edu/registrar/faculty_resources)

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