

Curriculum Changes & Course Approval Process at Reed
Registrar’s Office
Aug 2021

Curriculum changes are changes to the requirements a student must satisfy in order to complete their major program. These are considered significant and require approval by the Reed faculty prior to spring break.

See Curriculum and Course Approval Pathways for the specific approvals necessary to submit a curriculum change.

Submit your curriculum change EARLY – preferably before you leave for the winter break. Curriculum changes are DUE Jan 7, 2022.

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

Please consult the Registrar about your proposed changes to help resolve any questions or conundrums before proceeding 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 Curriculum and Course Approval Pathways for the specific approvals necessary to submit a new course, or a course revision.

Look for materials from the Registrar’s office to plan next year’s schedule by February 4th. Your schedule plans for next year are due by Mar 4, 2022.

No More Forms! Use the etrieve workflow to submit your course approvals and revisions:
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 these dates will ensure the courses appear in the schedule and catalog descriptions in time for registration in April.

For other relevant dates regarding updating 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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