

**University of Oklahoma Health Sciences Center
Academic Program Council
2015-2017 Deadlines**

The Academic Program Council meets once each month during the Fall and Spring terms and when necessary during the summer term.

- **To Add, Drop, or Revise a course**

| <u>Effective Term</u> | <u>APC Deadline</u> |
|-----------------------|---------------------|
| Fall 2015 | March 27, 2015 |
| Spring 2016 | October 2, 2015 |
| Summer 2016 | February 26, 2016 |
| Fall 2016 | March 25, 2016 |
| Spring 2017 | September 30, 2016 |
| Summer 2017 | February 24, 2017 |
| Fall 2017 | March 31, 2017 |
| Spring 2018 | September 29, 2017 |

* All course materials must be completed and submitted to APC by these deadlines in order to be approved for the following semester.

- **To Initiate a Major Revision/Change to an Existing Degree Program**

The Council recommends that requests for a major revision or change to an existing degree program be submitted to the APC at least **one-year** prior to the desired effective term since this process can be quite lengthy, especially given the State Regents review process.

- **To Initiate a New Program**

The Council recommends that requests to initiate a new program be submitted to the APC at least **one-year prior** to the desired effective semester since this process can be quite lengthy.

APC Webpage <http://admissions.ouhsc.edu/FacultyAdministration.aspx>

Please go to the APC Webpage for all the information and forms you may need. These include:

| | |
|--|------------------------------|
| OUHSC Add a Course Form | APC Calendar of Activity |
| OUHSC Drop a Course Form | Required Syllabus Format |
| OUHSC Revise a Course Form | State Regents Academic Forms |
| State Regents Policy on <i>Academic Program Approval</i> (Section 3.4) | |

APC Submission Deadline Rationale

APC deadlines are established to allow for the processing of all changes to the Course Catalog and Class Schedule *prior* to Open Enrollment and disbursement of Financial Aid. Course Revisions/Additions submitted after the published deadlines affect the Course Catalog, Class Schedule, Enrollment, Tuition and Fees, Financial Aid, Tuition Waivers, and VA accreditation approvals. The impact on each is noted below:

Course Catalog:

- Course Catalog changes require no student enrollment in the course at the time the change is made. If student enrollment has been completed, a course containing any of the below requires student enrollment to be dropped and reprocessed in the course. The course update process must be completed on the same day to avoid billing errors, refund disbursement, collection of additional tuition and fees, reversal of waivers, and recertification of enrollment. This involves separate manual processes completed by staff members in Admissions & Records (A&R), Bursar's Office, and Financial Aid.
 - Course Prefix and Course Number (may require reporting to the OU/OSRHE by December for approval of special fee changes)
 - Credit Hours
 - Prerequisites
 - Class Type (Lecture/Laboratory/Clinical/Practicum)
 - Course Required/Elective/Selective (Change may require program modification)
 - Instruction Mode (\$110.00 fee assessed to Distance Courses)
 - Grading Scheme Type (Letter/S/U)

Class Schedule:

- Some accrediting bodies require submission of the University Class Schedule prior to the certification of enrollment, funding and/or approval. Late course submissions are excluded from the original certification, requiring additional reporting by A&R, Bursar, and Financial Aid staff.
 - Special Class Fees
 - Programs & Other Agencies (VA, HLC)
 - Program Modifications

Enrollment:

- If student enrollment has been completed, the course update requires student enrollment be dropped and reprocessed in the course. Details in Course catalog section above.
- Student full-time/part-time enrollment affected by course and credit/clock hour changes.
 - Deferment, National Student Clearinghouse, and IPEDS enrollment reporting
 - Financial aid eligibility
 - Student discounts
 - Billing & aid disbursement timing
 - Additional financial benefits

Tuition and Fees /Student Financial Aid:

- Adding courses *after* the published deadline *and* during the Open Enrollment period affects the students who have been packaged/awarded/disbursed financial aid, scholarships, and/or other funding for the term causing additional issues with assessment and collection of tuition and fees, a decrease in enrollment hours, and the eligibility to receive aid.
- End of semester course revisions/additions cannot be approved in time to add the course to the course catalog and connect the appropriate bursar fees, award tuition waivers, etc. This results in incorrect disbursement of financial aid.
 - Incorrect disbursement results in the student being awarded insufficient financial aid or additional assessment of tuition and fees.
 - The student is required to partially repay the financial aid or tuition and fees.

Tuition Waivers:

- Adding/dropping courses after the published deadline and during the Open Enrollment period affects the timing and posting of tuition waivers to the student account. A&R, Bursar, and Financial Aid staff work together to process or correct any issues when there is an increase or decrease in enrollment hours, the student account must be manually recalculated, and the College and/or Financial Aid must adjust the tuition waiver amount.

APC Meeting Impact:

- Late submission requires APC members to vote by email ○ This often leads to multiple requests for additional documentation, meetings, and/or tabling the forms until the next meeting, which prohibits the course to be added to the Course Catalog in time for OSRHE reporting.