University of Oklahoma Health Sciences Center
Academic Program Council
2023-2025 Deadlines

HSC APC meets once a month. Meetings are generally scheduled the first Thursday of each month at noon in the LIB 418 (History of Medicine Conference Room) or by Zoom. HSC APC usually does not meet in July. To allow time to prepare the APC Agenda, **all program and course request submissions must be sent to the APC Secretary two weeks prior to the monthly meeting.**

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

Effective Term	APC Deadline*
Summer 2023	February 20, 2023
Fall 2023	March 27, 2023
Spring 2024	September 25, 2023
Summer 2024	February 26, 2024
Fall 2024	March 25, 2024
Spring 2025	September 23, 2024
Summer 2025	February 24, 2025
Fall 2025	March 24, 2025
Spring 2026	September 22, 2025

  *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 Oklahoma State Regents for Higher Education (OSRHE) 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 **https://admissions.ouhsc.edu/Faculty-Administration**

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	Academic Forms

**The University of Oklahoma Board
of Regents**
https://www.ou.edu/regents/meetings

**Oklahoma State Regent for Higher Education State
Regents Meeting Dates**
https://okhighered.org/state-system/state-regents-meetings/

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
    ➢ 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 from being added to the Course Catalog in time for OSRHE reporting.