INSTRUCTIONS FOR UPDATING THE PROVISIONAL BULLETIN
2016-2017

Submission Deadline: March 1, 2016

To submit revisions to the University Bulletin, please review the University Bulletin undergraduate and graduate sections for your department or program. The Provisional Bulletin http://www.brandeis.edu/registrar/bulletin/provisional/index.html contains the most up to date information on your major, minor and degree requirements.

1. Copy your department’s or program’s Bulletin section into a Word document and enable Track Changes. All revisions and corrections can be made directly in the Word document and submitted electronically to Andrew Marx at amarx@brandeis.edu. The Registrar’s office provides a Word document of your current Bulletin section upon request.

2. Introductory Material: Submit updates to Objectives, Learning Goals, How to Become a Major or Minor, and How to Be Admitted to the Graduate Program or Postbaccalaureate program during Round 1 beginning January 25, 2016. New course approvals are also accepted during Round 1. Changes to the 16-17 Provisional Bulletin will appear online beginning the week of February 1, 2016.

3. Requirements for the Minor, Major, or Degree: Submit updates to Requirements for the Minor, Major or Graduate or Postbaccalaureate Degrees by March 1, 2016. New course approvals are also accepted during Round 2, as well as information not updated during Round 1.

Degree requirements must be accurate, as we are legally bound by the information published in the University Bulletin. Proposed changes to undergraduate requirements must be approved by the Undergraduate Curriculum Committee. Changes to graduate requirements must be presented to the Graduate School Council.

4. All revisions to the University Bulletin not yet submitted must be received by the Registrar’s Office by the Round 3 deadline April 21, 2016 to guarantee inclusion in the final 16-17 edition. The only exception is Faculty, Chair, and UAH listings that are not known by the deadline.

5. Courses that have not been offered in four years: A course that has not been offered in four years will be made inactive in the Course Catalog in accordance with accreditation requirements. This is automatic unless the department includes the course on the proposed schedule of classes by the submission deadline.

Please review the Submission Calendar/Key Dates document for deadlines.
INSTRUCTIONS FOR ADDING NEW COURSES TO THE UNIVERSITY BULLETIN

To submit new courses to the **University Bulletin**, please complete the new course approval form available [http://www.brandeis.edu/registrar/faculty/index.html](http://www.brandeis.edu/registrar/faculty/index.html).

1. The course approval document must be filled out completely. In addition to the title and course description, please complete the Course Catalog and Schedule of Classes information requested, along with how the course fulfills requirements in the Degree Audit.

2. **For undergraduate courses**, the course approval and accompanying documentation should be submitted to:
   
a. The Department Chair
b. The School Council
c. Committees for General University Requirements (if applicable)
d. The Dean of Arts and Sciences for final approval

   The Dean’s Office is responsible for submitting approved courses to the Registrar’s Office.

3. **For graduate courses**, the course approval and accompanying documentation should be submitted to:

   a. The graduate school Dean

   Graduate courses in the Arts and Sciences are forwarded to the Dean of Arts and Sciences for final approval. The Dean’s Office is responsible for submitting approved courses to the Registrar’s Office.

Courses that need to be approved for foreign language [fl], non-western and comparative studies [nw], writing intensive [wi] or oral communication [oc] should be forwarded to the appropriate committees. The Registrar’s Office is notified by the committees directly if the course is approved for a specific requirement. Experiential Learning practicums must be approved by the Office of Experiential Learning and Teaching and the signature of the Director is also required.

To ensure your course is available for registration and meets the enrollment minimums, and for the benefit of students building their schedules, final approval for new courses should be completed at least two weeks before early registration of the semester the course is offered.

Please review the **Submission Calendar/Key Dates** document for deadlines.