Working Copy for New Changes -
Current Copy is for
2022-2023 Curriculum & APAS Editorial Style Guide

This editorial guide provides a standard and helps direct the UMD communication of curriculum in the areas of UMD catalog, APAS/undergraduate degree audit, Transferology and potentially GPAS/graduate degree audits.

The purpose is to guide our decisions in the areas of description of UMD curriculum, in its language, format, structure, and aesthetics/usability for the benefit of students, faculty, staff and the general public.

Status	Item	Why it matters, Who is responsible & who needs to know
	Reference Documents:	
❏	[UMD_APAS working document](#) (details of implementation) [UMD Best Practice Audit Templates DRAFT](#) (good visuals of what "will be") [UMD PTD Calculations](#) *Change Management: In PTD based audits expect some behind-the-scenes calculus calculations which do not yield a simple addition or subtraction visible mathematical result. See link for example from testing.*	
❏	[Systemwide (TADA) Best Practices Summary guide](#)	

	[TC APAS Language Best Practices Detail guide](#)	
	## Editorial decision making	
❏	The Office of the Registrar as directed by the Executive Vice Chancellor for Academic Affairs (EVCAA) and Associate Vice Chancellor for Undergraduate Education (AVCUE) will determine the language used within APAS undergraduate degree audits at the University of Minnesota Duluth. Annually the OTR APAS templates that direct the language and style will be reviewed. EVCAA reserves all rights to manage content in order to create a user experience that is consistent across UMD curriculums for the benefit of all students. Colleges and departments may request changes where there are clear mistakes which lead to errors in APAS language or calculations.	
	## ECAS Course Management & PeopleSoft course catalog	
❏	[Process] All active course equivalencies (including FORS) are listed in the **ECAS** (Course Equivalency) and updated in **PeopleSoft** (Equivalent Courses table) ❏ Courses that are deemed "equivalent" from other University of Minnesota system campuses (Crookston, Twin Cities, Morris, and Rochester) to UMD courses should be maintained in **ECAS** (Course Equivalency) and updated in **PeopleSoft** (Equivalent Courses table)	APAS Residency Responsible: Colleges & VCAA Needs to Know: OTR
❏	When updating a course, the associated records need to be updated also. 1. Equivalencies: When a course is inactivated, a review is done of its equivalency data in PeopleSoft Catalog and APAS string table to determine if they also need to be inactivated. 2. Paired courses: When a paired UMD & FORS course are being inactivated, both versions, the UMD course and its FORS course, must be inactivated. 3. Liberal Education Updates: When a course is no longer approved for Liberal Education requirements, in PeopleSoft Catalog, verify that both the current LEP and any historical LEP "course attribute & values" are completely removed from both ECAS and PeopleSoft Course Catalog.	APAS Course Catalog Responsible: VCAA, Needs to Know: OTR
❏	Courses are not to be considered equivalent if one is 1000-3000 level and the other 4000-5000 level.	APAS Residency will be

	This pertains to both University of Minnesota Duluth courses which undergo curriculum or level changes, and also to the evaluation of credit from other institutions for transfer to University of Minnesota Duluth. Each institution's numbering system is such that it defines the depth and level of content of its curriculum. If a UMD course changes levels, (e.g. 2XXX to 3XXX) a new **PeopleSoft,** Course Catalog,Course ID must be created.	incorrect if the same Course ID is used Responsible: Colleges Needs to Know: VCAA and OTR
❏	Minnesota Transfer Curriculum Goal areas are to be listed in **ECAS**, but also in **PeopleSoft,** Course Catalog as a Course Attribute. ❏ *It is not possible for the MnTC Goal Areas to display in all ECAS views due to technological constraints. However, any future systems will need to display this information for all viewers.*	APAS Responsible: VCAA
❏	All the current details of the course (including new LEP areas) are noted in reporting to OTR via the *ECAS Spreadsheet - 2017 Onward workbook used to help communicate and manage curriculum change.* Course change details should be provided in the "Notes" area.	APAS Responsible: VCAA Needs to Know: OTR
❏	A description of the course changes being made should be noted in **ECAS (**History Information). ❏ *Ex. Removed OCL x/x/xxxx. Changed from 5 to 4 cr. x/x/xxxx.*	APAS PCAS Querying Responsible: Colleges & VCAA, Needs to Know: OTR

(PCAS) Degree or Certificate Program Development & Management

	Language	
	The below points are considered "bigger picture" guidelines. refer to information	
❏	Admission requirements should be written in a clear, concise, measurable way that specifies the exact courses, GPAs, applications, etc. needed to be fully admitted to a degree program, a minor, or a certificate. Example: if it's not a overall 2.00 GPA is needed for admission, it should be specified whether this is a 2.00 University of Minnesota GPA, or a 2.00 University of Minnesota & Transferred Credit GPA.	PCAS APAS
❏	Degree program titles (including sub-plans) should be entered into **PCAS** as they are intended to display in the catalog and to the public.	PCAS APAS Catalog Data Analytics

❏	Careful consideration should be given when changing academic degree program names, as doing so, without changing the actual **PeopleSoft** academic plan code, automatically"grandfathers" all current students into that new title, regardless of catalog year (back in time). Best practice is to create a new program code if there is a significant title change.	PCAS Transcripts APAS
❏	Language utilized in the Draft Catalog Copy is considered the intended language of the program.	PCAS Catalog APAS
❏	PCAS and APAS should mirror each other in language, format, and order of academic requirements.	PCAS Catalog APAS
❏	Language should be minimal, concise and clear to all readers of the UMD catalog, eliminating *jargon* when possible.	PCAS Catalog APAS

❏	PCAS and UMD public catalog uses the third voice of "**Students are**" (students must, students need….),
	
	APAS will use second person language.
	    For example, When a general requirement is specified the language to be used is
	    "You must complete…. "
	
	    For example, When a specific credits, GPAs, etc that are measurable requirements are specified, the language to be used is "second person" style.
	    "You need at least…. "
	Approved by the UMD Curriculum Subcommittee, December 7, 2020
		Catalog
		APAS

❏	The Title Heading, layout, and language describing shared requirements across multiple programs and/or colleges should be consistent in **PCAS**. *All Requirements headings should use Title Case.*
	
	First Term Requirement (1 cr)
	
	    ❏ Effective Fall 2022, in PCAS and APAS, the below language will be used to describe the Learning in Community requirement:
	
	    Title Heading: Learning in Community
	    The Learning in Community requirement will be waived for transfer students with at least 30 credits taken post high school and for UMD students who started in a UMD program where this was not required. First-year students who have completed 30 PSEO credits may request a waiver to the student's primary college.
	
	    ❏ Advanced Writing - the header will be "Advanced Writing" (Fall 2022).
	        ❏ Any notes regarding recommended courses to take prior, recommended courses to take within the course options, will be noted in the *major header*.
	
	    ❏ Example: LSBE Pre-Major (in all programs that apply)
		APAS
		Catalog

❏	The use of the word "*Requirement*" within Title Headings should be limited. This should be done as a means to only use language as needed, and to make the APAS more user-friendly. *Example: First Term Requirement, Elective Requirement.*	APAS Catalog

❏	The "Program Requirements" > "Other Requirements" section of **PCAS** should clearly state either:
	   ❏ A second field of study (e.g. minor, major, degree) is required with this major.
	   ❏ A second field of study (e.g. minor, major, degree) is not required with this major.
	
	It is UMD policy that two degrees cannot be awarded for the same major (ex. A BA and a BS in Economics). No additional text is needed in PCAS, nor will be encoded in APAS, explaining that this second field cannot be a minor, major, or degree within the same subject.
		APAS
		Degree clearance

❏	Courses cannot *double-dip* between multiple requirements in a single major, minor, or certificate. Text noting this is not necessary in PCAS, and will not be programmed onto APAS.	APAS PCAS &Catalog Veterans Athletes PTD Data Analytics
	Content & Structure	
❏	The "brief summary or overview of reason for proposed new program or rationale for change" section of **PCAS** should accurately reflect changes made in PCAS. It is fine for this to be a summary; however, if details are supplied, *all* details of changes should be included.	APAS
❏	All major, minor and certificate requirements and credits should be reflected in **PCAS**. This is required to be coded in APAS. ❏ Curriculum intended as a course substitutions students can pursue should be reflected only in text.	APAS
❏	Each course grouping in **PCAS** should indicate the minimum number of credits required.	APAS Catalog PTD Data Analytics
❏	If Advanced Writing is not required to be completed by a major (it is satisfied through other requirements, this should be stated in the "Program Requirements" > "Other Requirements" of **PCAS**. If Advanced Writing is not required by a major, the below text will be added into the Major Requirements text in APAS: "You do not need to take Advanced Writing. This requirement is met by courses within the major."	APAS Degree clearance
❏	Shared requirements across multiple programs and/or colleges should have consistent placement **PCAS**. ❏ UST 1000 will be listed under Admission Requirements if needed for admission; otherwise, it will be the first item listed in "Program Requirements".	APAS Catalog

	❏	❏ In APAS, it will be the first requirement listed in the major. ❏ Advanced Writing will be its own category in **PCAS** (not listed within other major requirements), called "Advanced Writing" and listed after UST 1000 in program requirements, but before other major requirements. If there are admission requirements in the program, this will come after. Beginning Fall 2022, work will be done to align PCAS and APAS in terms of language and structure. ❏ LSBE Pre-Major are placed in the Admissions requirements	

	❏	Degree requirements should be organized into course groups of 30 or less credits, approximately no more than a year's worth of coursework in any one group so that APAS reports and analytics produce the following results.
		
		Requirements should be organized in the following way, where possible:
		1. Segments display "progression" toward degree *(i.e.. avoid combining courses to be taken in the 1 or 2 semester in the same requirement with courses that must be completed in their last year. Requirements organized this way do not present the student nor the university data that shows that the student is making progress toward a degree in terms of % of requirements completed.)*
		2. Present a level of organization and requirement meaning for users and curriculum planners (e.g. requirements met only by "UMD specified courses" vs requirements where the students have "choices.") . *(e.g.. Often UMD units ask this question, "How many of our students are done with all of their "required" courses?" This organizational structure helps UMD obtain this type of critical information.)*
		
		Primary explanatory categories:
		
		❏ ***Foundations***
		 ❏ Students have course options in how they want to fulfill the requirement.
		  ❏ *Example:* MATH1160 or 1296 can be taken to fulfill the Lower-Division Mathematics requirement in the Economics B.A.
		 ❏ Foundations may also have a title that further provides meaning (e.g. Computer Science Foundations, Economics Foundations),
		❏ ***Core***
		 ❏ Students generally do not have course options in how they fulfill the requirement, other than if there are equivalencies established such as a honors version of a course.
		  ❏ *Example:* ECH 2025, 3050, 3103, and 3109 are all required in the Early Childhood Studies Minor.
		 ❏ Core may also have a title that further provides meaning (e.g. Civil Engineering Core)
		❏ ***Elective(s)***
			APAS
			PTD
			Data Analytics

	❏ all courses in this grouping are options to fulfill a program requirement, but none are required.
	    ❏ *Example:* Students must take 4 or more courses (12 credits) from a listing of courses (AMIN3430, ANTH36321, ARTH3110, etc.) in the Spanish Studies BA - Latin America sub-plan.
	❏ Electives may also have a title that further provides meaning (e.g. Studio Electives, Art History Elective)
	
	Within the above major grouping there are additional explanatory categories such as:
	    ● **Block** (teaching licensure only)
	    ● **Capstone**
	    ● **Internship**
	    ● **Portfolio**
	    ● **Non-credit based activity** (Exam, Oral Proficiency Exam, Recital Hour, Senior Survey, etc.)
	
	Reference: [UMD uAchieve RNAME & Pseudo Taxonomy](#)	

❏	All courses in a requirement should be listed alphabetically and then numerically. This should be updated in **PCAS** as course numbers & curriculum change. Example: 3BIOL1000 3BIOL1001 3CHEM1113	APAS
❏	If a course is cross-listed, all its cross-listed identities should be listed as options along with that course, alphabetically and then numerically. Students should be able to see all options in both APAS & PCAS. Restrictions cannot be such that a student is required to register for one of the particular subjects in order to meet program residency requirements. If the content of the two courses is the same, whatever subject the student registers under should be able to fulfill their major's requirements - both course requirements and residency.	APAS Residency will be incorrect if these courses are not listed
❏	Language referencing residency requirements at UMD or within programs will be in accordance with [UMD's Undergraduate Degree Requirement Policy](#). Online courses, and coursework taken through UMD-sponsored study abroad and other University of Minnesota campuses counts as UMD credit. In referencing requirements on the number of courses or credits required to be taken within a specific area of a program at UMD, it is sufficient to note that these credits/courses must be taken through UMD, and allow for the policy itself to explain what type of coursework this refers to.	
❏	**Determination of what credits are included in the major earned credit hours and GPA.** In both PCAS and APAS there is only one "calculation bucket" in which	APAS PTD Data Analytics

Learning in Community and Advanced Writing can reside. It is the "Required credits within the major" and the "Major credits and GPA. "

PCAS:

- Requirements for this program are current for Fall 2020
- Required credits to graduate with this degree: 120
- Required credits within the major: 61 to 75
- Degree: Bachelor of Arts

APAS:

✖	Major Credits and GPA		
Earned:	3.00 credits		
	3.00 GPA credits	9.00 GPA points	3.000 GPA
In progress:	5.00 credits		
Needs:	62.00 credits		2.000 GPA

Given this:

- Advanced Writing remains required by UMD for all undergraduate degree programs. It will be labeled as a major requirement in PCAS and APAS.
- Learning in Community remains a curriculum option by the faculty of the college and/or program. When it is required, its credits and GPA impact will be placed within the major credits and GPA within PCAS and APAS.
- In PCAS, the Learning Community may be in the major Admission section depending upon the program's structure along with any other requirement to be admitted fully into the program.
- In APAS, the Learning Community and the Advanced writing will be listed within the **major requirements section** and be listed after the residency credits requirement and before the discipline specific requirements.
- PCAS and APAS as curriculum's change will seek to use a more standard/universal language of "major requirements" to describe all components of the major such as courses/earned credits, etc.

    - New PTD Language example 1: "... a grade of C- or better is required in all <u>major requirements</u>."
    - New PTD Language example 2: "...completion of coursework that satisfies <u>major requirements</u> (including transferred credits) with a grade of C- or better."

- If any grade restrictions apply in the major, this should be clearly documented. Such as "if a grade of C- or better is required in all coursework in the major" this means that UST 1000 and Advanced Writing also require a grade of C- or better.

Clarification 2020-2021 UMD CurriculumSubcommittee:

- The Liberal Education Program requirements are university level degree requirements and will not be included in any definition of what are "major requirements" which guide the programming and enforcing that which is ".... is required for all coursework in the major" or other variations of such language found in UMD curriculum.
- Liberal Education courses often satisfy both the Liberal Education Program requirements and the major requirements. In those cases, the "double dip" courses are included in the major requirements and GPA calculations.
- **"Major requirements are defined by faculty. This includes any admission,**

	core, or other requirements necessary to earn the major." *Language reconfirmed with subcommittee on 2/12/2021* ● PCAS and APAS will use the more universal language of "requirement" (e.g major requirement(s), requirement for the major, etc.) instead of the word "course" or "coursework" to represent the aggregation of the multiple courses or non-course (oral proficiency exams) that are required. This reduces language confusion. ● The Learning in Community requirement is required or not required as determined by the faculty for the major. ● The Advanced Writing requirement is required and determined by UMD faculty for all majors. ● All required credits to complete that major, regardless of their Academic Subject code (WRIT, UST, MATH, MKTG) are included in the "major requirement and major GPA."	
❏	**Word usage:** ● "Requirement" is used to indicate an aggregation of courses or non-courses that are intentionally required and used to satisfy a set of defined rules. ● "Coursework" indicates a general term used to mean an aggregation of credits completed as courses. It should be used infrequently. ● "Course" is used to indicate a single course as listed in the UMD course catalog ● "Credit(s)" is used to indicate the unit value assigned to a course as listed in the UMD course catalog. It can also be used in the aggregate "total credits" ● The words "Upper-Division" should only be used in the instance where all coursework within the category is 3xxx-level or higher.	
❏	Courses required to be admitted to the program must be listed *only* in the Admission Requirements area.	APAS
❏	Non-course & non-credit requirements should be included in **PCAS**, but should be tracked via milestones or student groups, not APAS requirements.	APAS PTD
❏	Any place that 1, 2, 3, 4 or 5xxx-level class is noted in **PCAS**, it is understood that this includes any transfer course falling into this designation will fulfill this requirement unless noted.	APAS Catalog Advising PTD

❏	If there are specific types of classes that fulfill a requirement, these classes must be clearly listed & identified.
	
	Correct: You must take one watercolor course:
	    ART 1125
	    ART 1126
	
	Incorrect: Take any watercolor course:
	    ART 1xxx
		APAS
		PTD

❏	In the event that a particular set of courses cannot be used to fulfill a	APAS

	requirement, the *specific* classes must be referenced in PCAS as such. *Correct:* PSY 3020, STAT 3611, and SOC 3155 are equivalent to ECON2030 and cannot be used to fulfill this requirement. *Incorrect:* Non-LSBE statistics courses cannot be used to fulfill elective requirements. As a part of regular curriculum review, in the event of curriculum change, text in PCAS should be updated. APAS programming will not be updated retroactively in the event of curriculum changes; instead, students should be moved to the next catalog year or exceptions applied.	PCAS PTD
❏	In structuring electives requirements in programs with sub-plans, the sub-plan will always go above the electives in ordering on APAS.	APAS Advising
❏	With elective requirements, unless it is specifically stated that a repeatable course cannot count for one attempt, it will be assumed for purposes of APAS & advising that this course can be used multiple times towards the requirement.	PCAS APAS Advising
❏	In the event that a program has requirements that apply to some students but not others, a formal emphasis area (subplan) should be created in the curriculum in order for these requirements to be included in APAS. If not managed by a sub-plan, then the requirements will be encoded for everyone in that plan and college exceptions will be required to close the logic for whom the requirement does not apply.	PCAS APAS PTD Data Analytics
❏	Websites referenced in **PCAS** should be reviewed periodically by departments to ensure that both the links and the contents of the website are accurate for the applicable catalog year.	PCAS APAS Catalog
	Course and Credit Minimum / Maximum counts and ranges	

	Course and Credit Minimum / Maximum counts in curriculum:
	
	Required APAS programming and assumptions:
	1. In PTD APAS audits, generally every requirement must explicitly reference the "minimum number of "credits" and minimum number of "courses."
	2. In PTD APAS audits, in requirements where there are additional choices to complete the overall requirement _OTR will assume that the minimum number of courses allowable is 1 course per specified Subject._
	    a. *Example: "Take at least 3 courses in 2 different subject areas"*
	    In this example, the minimum would be 1 course but also the maximum would be 2 in any given Subject to ensure students are forced to make another choice of course subject.
	3. Where not specified OTR will determine and/or consult the Associate Dean or their appointee for clarification.
	
	QUESTION for Nancy Burley & ASR Communication Team/
		PCAS
		APAS
		PTD
		Data Analytics

	Is there an area of **PCAS** that we can use to clearly note the minimums and /maximums required for PTD calculations? Or can this be written in a "notes/comments" field?	
❏	The total program credits should equal the total credits in all requirements, including admission requirements. This includes learning in community and advanced writing.	PCAS APAS Catalog PTD Data Analytics Veterans Athletes

❏	For programs with multiple sub-plans, PCAS must clearly identify, outside the sample plan:
	    ❏ The minimum total program credits for each sub-plan
	
	       PCAS text: Required credits to graduate with this degree
	
	    ❏ The total range of credits in the major/minor for each sub-plan
	
	       PCAS text: Required credits within the major
		PCAS
		APAS
		Catalog
		PTD
		Data Analytics
		Veterans
		Athletes

❏	If there are credit ranges in non-elective requirements, they must be accounted for in the
	    ❏ Major total
	    ❏ Requirement Total
		PTD
		Veterans
		Athletes

❏	Credit ranges do not have to be utilized in elective requirements if the intent is that students should only take up to that particular minimum via whatever combination of courses.
	
	    Examples: *Electives (9 cr) will be minimum of 9 credits and minimum "X" courses*
	    Does not have to be *Electives (9-12 cr)* to account for all options.
	
	Situational scenarios may result in students taking over the minimum thresholds of credits and/or courses. There is a possibility of implications for veterans, athletes, and financial aid which depend upon enforcement of "minimums."
		PCAS
		APAS
		Catalog
		PTD
		Data Analytics
		Veterans
		Athletes

	Academic Record - Peoplesoft	
	Program, Plan & SubPlan Records	

❏	uAchieve will default to the following student record:
	  ❏ uAchieve is primarily set up to produce undergraduate audits.
	  ❏ Determine the primary major by looking for lowest numbered, active degree seeking record in which a student has been term activated and enrolled at UMD
		APAS
		Data Analytics

	❏ If the primary major requires a minor or an additional major, the additional degree requirements (DPROGS) associated with the academic object will "embed" in the primary major APAS report. uAchieve will default to embedding an additional major (the second lowest plan sequence for the major); if there is none, it will embed the lowest plan sequence minor. ❏ Additional academic programs will use an APAS "what if report"	
❏	Academic Plan Tables and Sub-Plan tables will be maintained for active status. ❏ Emphasis areas within a major are managed as "sub-plans" in PeopleSoft and with unique DPROGs in uAchieve ❏ Pre-Majors are managed as unique Academic Plans in PeopleSoft with "PRE" in the coding structure and with unique DPROGs in uAchieve ❏ Additional Majors intended to be "added onto" a primary major are managed as unique Academic Plans in PeopleSoft with "000" in the coding structure and with unique DPROGs in uAchieve ❏ Plans are not "discontinued" but rather grandfathered out. ● Academic program discontinued: A "Last Admit Term" must be added to prevent any new students coming into the program but allowing students to be phased out.	APAS Data Analytics
	APAS (OTR)	
❏	APAS will be encoded in accordance with the structure of University of Minnesota Progress Towards Degree encoding, Best Practices, in alignment with PCAS, and the practices noted above.	APAS Veterans Athletes PTD Data Analytics
❏	Major GPA calculations will reflect the minimum number of credits required in the major, and include all courses required by the major, including admission requirements, UST 1000 (if applicable) and advanced writing. These calculations include any transferred credit applying to these requirements. Per University of Minnesota Duluth's Undergraduate Degree Requirements policy, a minimum of a 2.00 GPA is required in each major. Text referencing the major GPA on the audit will note this 2.00 requirement. If above a 2.0 is required for separate purposes (i.e. licensure), text will reference the program GPA (i.e. a 2.50), but also note the GPA required for the major. Additional details/examples are available on the UMD_APAS working document.	APAS Veterans Athletes PTD Data Analytics
❏	Pre-major GPA calculations will reflect the minimum number of credits required to be completed before admission to the major, and include all courses required prior to admission to the major. This will include UST 1000 and Advanced Writing, if established as required by PCAS. These calculations include any transferred credit applying to these requirements.	APAS Veterans Athletes PTD Data Analytics

❏	Within the code line, the College of Liberal Arts (CLA) "Liberal Education" programmed requirements will be maintained as the single "source of truth" for all coursework that meets liberal education requirements for 2019-2020 catalog onward. The result is that all UMD colleges will have a single UMD Liberal Education Program. From the start of UMD APAS reports to Fall 2019 that was not the reality of the programming, variations were allowed.	APAS
❏	If ANY 1, 2, 3, 4, or 5xxx-level class in a subject area can fulfill a requirement, **PCAS** will often list the individual courses, along with text to indicate that any course can be used here. APAS will not list the individual courses; instead, it will use coding to allow ANY subject-level class at the level noted to fulfill the requirement. *PCAS:* Political Science 　　　POL 1011 　　　POL 1015 　　　POL 1050 ... 　　　Any POL 1xxx-level course *APAS:* Political Science 　　　POL 1xxx	Student Service - 3x per year the Schedule of Classes changes; catalog gets changed 1-2 times per year APAS - best maintenance for degree/graduation
❏	In the event that a requirement allows for ANY course but x and y to apply, this will need to be stated within the PCAS requirement. *PCAS: Take exactly 1 course(s) from the following:* ● ECON3xxx ● ECON4xxx ● ECON5xxx ● Any 3xxx-5xxx level course that is not within the following subjects (or transferred to UMD as coursework in the following subjects): Accounting (ACCT), Business Analytics (BA), BCOM (Business Communication), Business Law (BLAW), Business (BUS), Consumer Insights & Analytics (CIA), Finance (FIN), Health Care Management (HCM), International Business (INTB), Labovitz School of Business & Economics (LSBE), Management Studies (MGTS), Management Information Systems (MIS), Marketing (MKTG). Coursework taken under the previous LSBE course subject of Finance & Management Information (FMIS) and School of Business and Economics (SBE) also cannot apply. Ideally the subject name and abbreviation (i.e. Accounting (ACCT)) should be listed for reference and clarity, but in the event that PCAS has space limitations, the abbreviation alone (ACCT) can be stated. As a part of regular curriculum review, in the event of curriculum change, text in PCAS should be updated. APAS programming will not be updated retroactively in the event of curriculum changes; instead, students should be moved to the next	APAS PCAS PTD

	catalog year or exceptions applied.	
❏	In the instance that a course is cross-listed and thus needs to be encoded into a requirement through OR logic (i.e. SPAN3999 or FORS3999), the UMD course subject will come first. Example: 3SPAN3999/ 3FORS3999	APAS
❏	The Support Resources section of APAS should be reviewed every summer to ensure that the links are up to date.	APAS
	Program/Plan Stack (Major, Minor, additional major or dual degree tracking)	
❏	Starting October 24th, 2021 students' catalog year should be maintained via the Requirement Term in a student's Program Plan. Adjustments to students' catalog years should be made in this area, with the exception of: ❏ Liberal education catalog year exceptions	APAS
	APAS (Colleges)	
❏	Students should follow only one liberal education catalog year for all their active programs. If they are under different catalog years in their programs, exceptions will be needed to align their lib ed catalog years.	APAS Student Service Degree Clearance
❏	All exceptions except for those done to curriculum that can embed in another audit *must* be attached to a college code. ❏ CD 300 may only be used for curriculum that could embed (required minor or additional major).	APAS Student Service Degree Clearance Data Analytics
❏	Exceptions should be attached to the degree program code associated with the exception, unless you are doing an exception to a minor. Then, leave the degree program code blank. Colleges are expected to utilize the degree program associated with the exception in exceptions. In the instance that they do not, any exception done to their college code will apply to all programs. Colleges are responsible for monitoring these students' APAS reports for major/minor changes and impact on exceptions.	APAS Student Service Degree Clearance Data Analytics
❏	When a student notifies a college of their change of major/minor/additional majors/minors, ALL of the student's degree programs and exceptions need to be reviewed and updated by that college. **This is essential for student service and also UMD reporting**.	APAS Student Service Degree Clearance Data Analytics
	Transferology	

❏	When new programs are instituted, the below information needs to be supplied by the college to the OTR upon testing:
	    ● A website link for the program
	    ● A description of the program (66 characters or less)
		Student Service

❏	As colleges review curriculum each year(s), this review should include verifying that the "Program Information Link" and Transferology Lab description of the program are current and reflect what the colleges wishes to display. Any requests for changes should be noted to OTR during the testing of programs. Transferology Lab Path: Advising & Recruiting > Programs > Run a Program > Program Information	Student Service

Future discussion areas:

1. Currently when a course is "inactivated" in the catalog, OTR continues to program in a way that "allows" that now inactive course to continue to fulfill degree requirements which are 'elective' in nature (not core or foundational). Why: This practice reduces the number of "exceptions" the college advising services staff need to make for students who started when the class was active but may now be following a "more recent" UMD catalog.