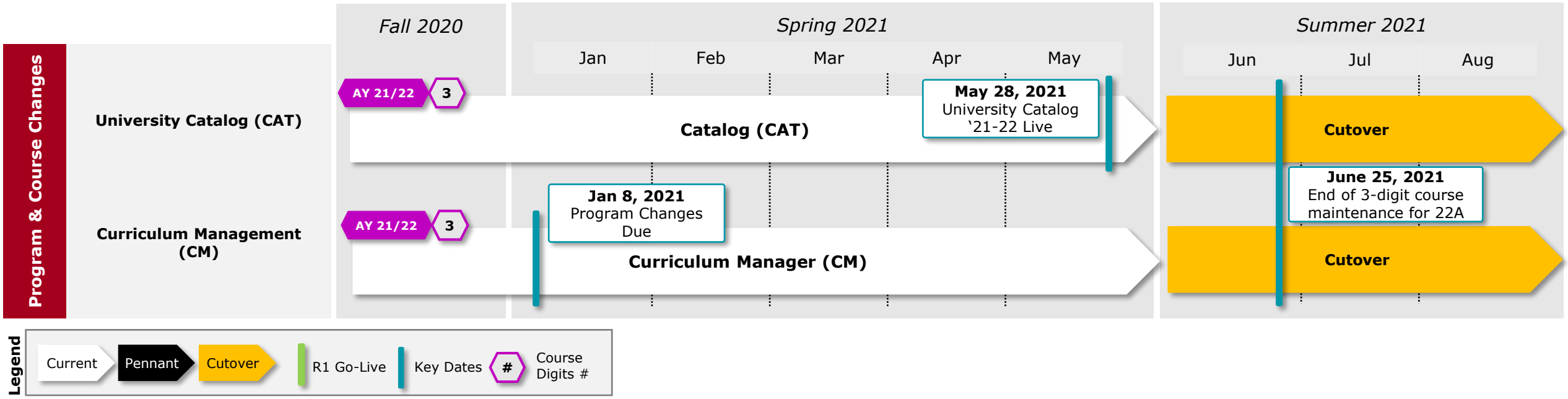
NGSS SYSTEMS FREEZE INFORMATION PACKET

Closer Look: Release 1 Student Records Program & Course Details and Timeline



Program Change Details

- New programs and substantive changes with an effective date of Fall 2021, must be to **OUR step in CM by January 8, 2021**
- **If the proposal has not yet been submitted in CM, contact Michael and Michele at curriculum@registrar.upenn.edu**
- **Substantive Changes** include:
  - Major curricular overhaul (changes in requirement totals, structure, etc.)
- **Non-Substantive Changes** include:
  - Resolving redboxes (replacing deactivated courses)
  - Inserting a course as an option for a requirement
  - Formatting tables

Course Change Details

- New course proposals, deactivations, substantive changes, etc. with an effective term of 22A or prior, **must be to OUR step in CM by May 28, 2021**
  - Non-substantive course description edits can be made through June 25, 2021
- **Substantive Changes** include:
  - Change in Course Title
  - Significant Changes in Course Description
  - Change in Credit Value
  - Change in Activity Type

Data Freeze Date	Event Type	Information Needed by Data Freeze Date	
January 8	Program Change	• Change to Program Title • New Major/Concentration	• New Degree/Certificates • Requirements (Substantive Changes)
	Course Change	• New Subject Code	• New Department Code
May 28 University Catalog 2021-2022 Live	Program Change	• Deactivate Program	
	Course Change	• New Course/Cross-list (effective term 22A/3 digits) • Substantive Changes (effective term 22A/3 digits)	• Method of Instruction (effective term 22A/3 digits) • Deactivate Course (effective term 22A or prior/3 digits)
June 25 End of 3-digit course maintenance for 22A in CM	Program Change	• Catalog Descriptions (Non-Substantive Edits)	• Requirements (Non-Substantive Changes)
	Course Change	• Non-Substantive Course Description Updates (effective term 22A/3 digits)	