

Curriculum Change and Program Approval Procedure

Dependencies

Dependency Clause: Dependencies are new programs, program inactivations, prerequisites, corequisites, and program requirements and therefore impact other programs and/or courses.

November

- Two weeks prior to the December curricular meeting
 - Submit proposed changes to Curriculum Committee (any changes without dependencies)

December

- First week
 - Curriculum Committee reviews proposal
- Third week
 - Academic Executive Committee (AEC) reviews proposal

January

- First week
 - Deadline for Provost/President review

February

- Second week
 - Info due (if requested) to President from Academic Departments
- Last day of February
 - Final deadline for President's approval/denial to Academic Affairs

March

- March 1
 - All curriculum changes sent to College Communications, Registrar, Enrollment Services, Student Financial Services, & ACT Center
- March 20
 - College Catalog Published

October

- Two weeks prior to the November curricular meeting
 - Submit proposed changes to Curriculum Committee (any changes with dependencies)

November

- First week
 - Curriculum Committee reviews proposal
- Third week
 - Academic Executive Committee (AEC) reviews proposal
- Fourth Week
 - Submit approved programs/changes to Executive Forum for review

December

- Second week
 - Deadline for Provost/President review

February

- First week
 - Info due (if requested) to President from Academic Departments
- February 15
 - Final deadline for President's approval/denial to Academic Affairs
 - Submit documents that require DHE approval as soon as they are approved

March

- March 20
 - College Catalog Published

Catalog Addendum

In addition to the College Catalog, the College may publish an online catalog addendum, which is edited and updated as needed.

The Catalog Addendum contains information including:

- Program requirements whose approvals from the Department of Higher Education came outside of the catalog production timeline,
- Corrections and other typographic errors,
- Other edits as needed by required approved changes that impact the current academic year.

Requests for additions to the Catalog Addendum must be submitted with a completed Catalog Addendum Form to the appropriate governance committee as part of the proposal.