



<u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER: 100-05-08	PAGE NUMBER Page 1 of 2
	CHAPTER: Academic Affairs	
	SUBJECT: Catalog / Course Policies: Course Descriptions	
RELATED POLICIES: Catalog / Program Changes Curriculum: New Course Approval / Course Changes Curriculum: Program Changes Curriculum: Institutional Syllabi OFFICE OF PRIMARY RESPONSIBILITY:	EFFECTIVE DATE: TBD	
	SUPERSESSSION: TBD	
	 Dr. David Svaldi President	

Course Descriptions – Undergraduate Catalog

I. POLICY:

Course Descriptions are listed in alphabetical order by department at the end of the catalog. The course description gives the department number and title, the semester hours of credit offered, an explanation of the content of the course, and other information needed for planning a program. To view the course catalog online, go to adams.edu/records and click on the “Course Catalog” link.

II. PURPOSE:

The purpose of this policy is to describe where course descriptions are found and the information they contain.

III. DEFINITIONS:

- A. Catalog: The college listing of all academic requirements, programs, degrees, majors, minors, and courses, as well as academic policies and procedures.
- B. Provost’s Office: The Office housing the Provost, and overseeing all campus operations, including academics.
- C. Semester Hours: The number of credit hours attempted by a student in a semester.

III. PROCEDURES:

- A. The academic departments, working with the Provost’s Office, will update the catalog annually including course descriptions listed as described in section I, above.

V. RESPONSIBILITY:

- A. It is the responsibility of the academic programs to ensure that catalog listings are current and to submit all changes to the Provost’s Office.
- B. It is the responsibility of the Provost’s Office to ensure that all catalog changes have been made and that the current catalog is as accurate as possible.

VI. AUTHORITY:

ASC General Catalog, 2006-2007

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VII. HISTORY:

VIII. ATTACHMENTS: