Catalog / Program Changes – Undergraduate & Graduate Programs

I. POLICY:

All catalog and program changes for undergraduate programs must be submitted to the Curriculum Review Committee for review, according to the deadline established by the CRC, and use approved course and program change forms. All catalog and program changes for graduate programs must be submitted to the Graduate Council for review according to the deadline specified by the Graduate Council. Changes affecting degree plans must be accompanied by a new degree plan. Significant changes to courses such as credit hour changes and course content changes should be accompanied by a revised institutional syllabus. Proposals for new academic programs must also be approved by the Board of Trustees and CCHE. Details are available in the Curriculum policy section.

II. PURPOSE:

The purpose of this policy is to identify the procedures for catalog and program changes for both graduate and undergraduate programs.

III. DEFINITIONS:

A. Board of Trustees: The state appointed body that oversees the governance of Adams State University.

B. Catalog Changes: Any change made to descriptions, or requirements for academic programs that appear in the university catalog.

C. CCHE: Colorado Commission on Higher Education. The state regulatory body for post-secondary education.

D. Curriculum Review Committee (CRC): The faculty committee that reviews and makes recommendations on all curricular changes at the undergraduate level.

E. Degree Plan: The outline of courses required for an academic degree program.

F. Graduate Council: The faculty committee that reviews and makes recommendations on all curricular changes at the graduate level.

G. Institutional Syllabus: The general university outline of course content, requirements, student learning outcomes and grading procedures used as a basis for all instructors’ course specific syllabus.

H. Program Changes: Any changes made to the degree requirements for an academic program.
IV. PROCEDURES:

A. The department chair will determine any undergraduate changes that should be made to the academic programs in their area. Departments will submit change forms directly to the Curriculum Review Committee.

B. The department’s Administrative Assistant will run a report from Banner called SWRCATL. This report has been configured to extract all courses and their descriptions from Banner/Portal for the current year.

C. Upon determining what curricular changes need to be made for the upcoming year, catalog change forms need to be completed. There is one form for individual course changes, and another form for program (degree) changes.

D. Provide electronic copies of your forms to each Curriculum Review Committee member by the designated meeting date.

E. The CRC will establish a meeting schedule and approve changes. They will communicate this information back to the Academic Council, Office of Enrollment Management, and to the Vice President for Academic Affairs Office.

F. The Office of Enrollment Management will enter curricular changes into Banner until the established deadline.

G. The changes recorded in Banner will be exported to the online catalog management system prior to each academic year for the institution’s annual academic catalog.

H. The annual catalog editing process will allow departments to review and verify that approved changes are accurate.

V. RESPONSIBILITY:

A. The department chairs are responsible for determining all changes in their academic areas at both undergraduate and graduate level, and for ensuring the appropriate forms are submitted.

B. The Office of Enrollment Management and CRC are responsible for reviewing and processing all undergraduate program changes.

C. The Office of Enrollment Management and Graduate Council are responsible for reviewing and processing all graduate program changes.

D. The Academic Council is responsible for accepting or rejecting CRC recommendations for undergraduate program changes.

VI. AUTHORITY:

VII. HISTORY:

Re-establishment of the Curriculum Review Committee, April 4, 2003
Revised July 25, 2012
Revised November 13, 2013
Revised March 10, 2015

VIII. ATTACHMENTS: