Course Descriptions – Undergraduate Catalog

I. POLICY:

Course Descriptions are listed in alphabetical order by subject in 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, prerequisite requirements and other information needed for planning a program of study. The course catalog can be viewed on the Adams State website.

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

C. Office of Enrollment Management: The Office housing the Senior Vice President of Enrollment Management/Program Development.

D. Semester Hours: The number of credit hours attempted by a student in a semester.

IV. PROCEDURES:

A. The academic departments, working with the Office of Enrollment Management, 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 through the online catalog management system.

B. It is the responsibility of the Office of Enrollment Management or their designee to ensure that all catalog changes have been made and that the current catalog is as accurate as possible.
### CHAPTER: Course Descriptions

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**VI. AUTHORITY:**

ASC General Catalog, 2006-2007

**VII. HISTORY:**

- Revised July 25, 2012
- Reviewed November 13, 2013
- Reviewed March 10, 2015

**VIII. ATTACHMENTS:**