



<p><u>ACADEMIC POLICY</u></p>  <p>ADAMS STATE COLLEGE</p>	<p>POLICY NUMBER: 100-05-03</p>	<p>PAGE NUMBER Page 1 of 3</p>
	<p>CHAPTER: Academic Affairs</p>	
	<p>SUBJECT: Catalog / Course Policies: Catalog / Program Changes</p>	
<p>RELATED POLICIES:</p> <p>Curriculum: New Course Approval / Course Changes Curriculum: Institutional Syllabi Curriculum: New Program Approval Curriculum: Program Changes</p> <p>OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs</p>	<p>EFFECTIVE DATE: TBD</p>	
	<p>SUPERSESION: TBD</p>	
	 <p>Dr. David Svaldi President</p>	

Catalog / Program Changes – Undergraduate 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 using approved course and program change forms. All catalog and program changes for graduate programs must be submitted to the Graduate School Office, for review by the Graduate Council according to the deadline specified by the Graduate School. Changes effecting 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 College.
- B. Catalog Changes: Any change made to descriptions, or requirements for academic programs that appear in the college 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 college 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.

CHAPTER:	SUBJECT	POLICY #	Page 2 of 3
Academic Policy	Catalog / Program Changes	100-05-03	EFFECTIVE

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 hardcopies of your forms to each Curriculum Review Committee member by the designated meeting date. The color printer to the workroom next to the APAA Office is available if you need to print out your forms in color.
- E. The CRC will establish a meeting schedule and approve changes. They will communicate this information back to the Academic Council and to the Provost's Office.
- F. The Office of the Provost begins will enter curricular changes into Banner until the established deadline.
- G. The Provost Office will produce Catalog Copy for proofing (included are the degree track sections for each major, a course description section, and faculty section). The department's proofing sections will be made available on the CatalogASC shared drive and a window of time will be opened so that they can be proofed.
- H. Check that all of the curricular changes (via change forms) which have been approved by CRC, and personnel action items (promotion, etc.) have been made and appear on your Catalog Copy document. Proof the narrative sections (introductory paragraphs for each of your departmental sections) and revise them as necessary.
- I. Catalog change forms must be completed for ALL changes (including course descriptions, prerequisites, etc.). The Provost Office uses these forms to make changes directly into Banner.

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 Provost's Office and CRC are responsible for reviewing and processing all undergraduate program changes.
- C. The Graduate School Office 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:

CHAPTER:	SUBJECT	POLICY #	Page 3 of 3
Academic Policy	Catalog / Program Changes	100-05-03	EFFECTIVE

VII. HISTORY:

Re-establishment of the Curriculum Review Committee, April 4, 2003

VIII. ATTACHMENTS: