

Curriculum & Catalog Changes (CANS and CAN'TS)

The following guidelines are based on the premise that we have an ethical obligation to provide clear, and consistent curriculum to students and that these expectations are set for the six-year active life of the catalog. To that end, the following operating procedures will be used by curriculum committees to determine if a proposed change may be implemented immediately, or must wait until a new catalog cycle.

Guidelines:

- Program changes must be implemented prior to catalog publication. Any changes submitted after an academic catalog has been published will be considered/approved for the following catalog publication cycle.
- Substantive course changes that impact required or core courses must be implemented prior to catalog publication. Substantive changes would include any change that would expand requirements (e.g.: addition of a prerequisite course) or negatively impact a student's ability to complete the proscribed curriculum.
- Course changes that expand the opportunities of students to meet proscribed requirements (e.g.: addition of a course to a potential elective list) may be implemented immediately upon approval of the appropriate curriculum committee(s).

CAN be changed once the catalog is locked (semester basis):

- Add Course as an ELECTIVE
- Add a course as an option to expand offerings in a degree (e.g.- Adding an additional course to a list of options)
- Change Course Title- as long as it is still accepted for the same purpose towards the major or other programs utilizing the course
- Course Numbers, if staying within same level or aligning with state requirements (e.g.-Changing a lab that ends in "0" to end with a "5")
- Enrollment considerations (e.g.: honors section, instructor approval, etc)
- Removing a pre-req/co-req
- Method of Grading
- Course Description (if acceptable for the same purpose)
- Change in contact hours where the course meets existing requirements whether within or outside the offering department
- Repeatability of a course
- Course Sequencing, if the course is to be offered more frequently

CAN'T be changed once the catalog is locked (will be a part of the catalog for the next year)

- Add a Course that is a PROGRAM REQUIREMENT
- Changes in Program Requirements
- Adding a pre-req/co-req course
- GE/University Requirements
- Course Numbers/changing levels where the course no longer meets a noted curricular requirement in ANY program not just those within the offering department
- Course Prefixes to insure that all instances where the course is utilized are identified and updated both within and outside the offering department
- Change in Credit Hours where the course no longer meets a published curricular requirement in ANY program not just those within the offering department
- Replacement/Substitution of a course where the course no longer meets a published curricular requirement in ANY program not just those within the offering department
- Deletion of a course where the course meets a published curricular requirement in ANY program not just those within the offering department