

## COURSE CATALOG CREATION SCHEDULE

DATE	ACTION	REASON	IMPLICATIONS
September 15	<p>Current Academic Year Catalog is archived (snapshot is taken) and published on the Registrar's Website</p> <p>e.g.: 12-13 Catalog (Fall 12/Spring 13/Summer 13- is archived September 15, 2012</p>	<p>The official Course Catalog for an academic year contains <u>ALL</u> courses, policies, and curriculum in effect that year, and represents a contract with the student who enters that catalog year.</p> <p>The published catalog becomes the historical record for the academic year and the integrity of the catalog is maintained by abiding by the deadline dates established for submitting changes.</p> <p><b>Any changes to course, policy, or curriculum made after the archiving of the catalog will be included in the catalog of the next academic year and will be effective that Fall.</b></p>	<p>All courses to be offered in the Fall, Spring, and Summer of a catalog year, must be in the catalog at the time the catalog is archived for that catalog year – September 15.</p>
Sept 16	<p>Once the current academic year Catalog is archived and published, the next year's Catalog is created.</p> <p>e.g.: 13-14 Catalog (Fall 13/Spring 14/Summer 14)</p>	<p>Registrar begins making changes in preparation for the Fall 2013 Schedule of Classes.</p> <p>All new courses and revised course descriptions to become effective in Fall 13 are added.</p>	
Sept 16 – Sept. 15	<p>All courses/curriculum/policy changes approved by Senate during this time, for <u>the following academic year</u> are added to the online catalog in CX.</p> <p>This includes changes in course descriptions and prerequisites.</p>	<p>All courses on the Fall Schedule must be included in the new academic year Catalog and <u>must</u> be added by Sept. 15.</p> <p><b>(The last opportunity to add changes for the current academic year <u>must be approved in the Sept. Senate meeting – April preferred.</u>)</b></p>	<p>Courses for Spring cannot be approved after September.</p>
Feb. 15 – March 1	<p>The Fall Schedule of Classes is created, using on the upcoming academic year Catalog (e.g. Catalog 13-14 for Fall 2013)</p>		