

## COURSE CATALOG ARCHIVE SCHEDULE

DATE	ACTION	REASON	IMPLICATIONS
October 15 <sup>th</sup>	<p>Current Academic Year Catalog is archived (finalized) and published on the Registrar's Website</p> <p><i>e.g.:</i>  <u>Current Catalog 17-18</u>  <u>(Fall 17/Spring 18/Summer 18- is archived October 15, 2017)</u></p>	<p>The official Course Catalog for an academic year contains <u>ALL</u> courses, policies, and curriculum in effect that academic year, and represents a contract with the student who enters that 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 – October 15<sup>th</sup></p> <p>This means that courses offered in the <u>Spring or Summer</u> must be approved by</p> <p>Core/Curriculum/Senate (as appropriate) by the preceding October 15<sup>th</sup></p>
October 16 <sup>th</sup>	<p>Once the current academic year Catalog is archived and published, <u>the next year's Catalog is created.</u></p> <p><i>e.g.:</i>  <u>Next Academic Year 18-19 Catalog</u>  <u>(Fall 18/Spring19/Summer 19)</u></p>	<p>Registrar begins making changes in preparation for the next academic year (Fall) Schedule of Classes.</p> <p>All new courses and revised course descriptions are added.</p>	
October 16 <sup>th</sup> – October 15 <sup>th</sup>  <i>e.g.:</i> 2017 - 2018	<p>All courses/curriculum/policy changes approved by Senate between these dates are added to the <u>following academic year catalog.</u></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 approved by Oct. 15<sup>th</sup></p> <p><b>(The last opportunity to add changes for any Fall <u>must</u> be approved in the <u>October Senate meeting – May preferred.</u>)</b></p>	<p>Courses for Spring or Summer cannot be approved after October.</p> <p><i>e.g.:</i>            Courses approved after the October Senate meeting cannot be offered until the following Fall.</p>
Feb. 1 <sup>st</sup> – March 1 <sup>st</sup>	<p>The Fall Schedule of Classes is created, using based on upcoming academic year catalog (e.g. Catalog 18-19 for Fall 2018)</p>	<p><i>e.g. courses to be included on the Fall 2018 schedule of classes must be posted as "pending Senate approval" and approved no later than the October 2018 Senate Meeting</i></p>	

