Classification: Academic Affairs
Approving Authority: President
Responsible Authority: University Council
Implementing Authority: Academic Affairs
Effective Date: May 2025
Review: April 2028

University Catalog Submissions - Policy & Procedures

1.0 Purpose

1.1 The University Catalog serves as a comprehensive resource for all students, encompassing details about undergraduate and graduate programs, pertinent university policies and procedures, academic regulations, tuition and fees, and courses and degree program descriptions

1.2 This policy is intended to define the standards and processes for publishing, modifying, and archiving the University Catalog.

2.0 Scope

2.1 This policy applies to information and curriculum modifications to the University Catalog regarding graduate, undergraduate, and the Academic Success programs approved by the Vice President of Academic Affairs (VPAA) and the Ministry of Higher Education and Scientific Research (MoHESR).

3.0 Definitions

3.1 Curriculum - all academic program information, requirements, courses (credit and non-credit), assessment, progression, and graduation requirements describing graduate and undergraduate programs.

3.2 Constituents - administrative and program areas consulted

3.3 Curriculum submission - includes proposed changes to the curriculum:
- Program changes: descriptions and program requirements
- Course changes: changes to courses, including deletions and additions
- Academic standing, progression, discipline, and admission requirements

3.4 Department - unit offering the program or course

3.5 Sunsetting - a course that has not been offered for two years

3.6 Significant modification - examples of such changes include a new major, minor, concentration, specialty, stream, or field; combined degree program; double degree program; dual degree program; and collaborative specializations or interdisciplinary programs.

3.7 University catalog - describes the undergraduate and graduate catalogs.

4.0 Policy

4.1 All information submitted for inclusion in the University catalog must be accurate, consistent, and current to provide reliable and transparent information to students, faculty, and university stakeholders.

4.2 Catalog content must be accessible to all users, providing clear and understandable information to facilitate informed decision-making.

4.3 The policy and accompanying procedures outlining the process for undergraduate and graduate catalog changes will be developed and reviewed annually by the Registrar, Deans, and university administrative department heads.

4.4 Academic governance is vested in the Faculty Senate, and it is responsible for reviewing changes to the university curriculum and submitting recommendations to the VPAA for final approval.

    4.4.1   Changes recommended by the annual review process will be forwarded by the Registrar, deans, and university administrative department heads to the Faculty Senate Curriculum Review Committee (CRC).

    4.4.2   The CRC will review, make changes, and forward with approval recommendations to the VPAA for final approval.

    4.4.3   The VPAA will review and approve or disapprove Faculty Senate submissions of curriculum changes. The VPAA may also mandate curriculum changes when appropriate or necessary. All directed or mandated curriculum changes must be reviewed by the faculty senate CRC for approval recommendation prior to inclusion in the university catalog.

4.5 The University Catalog should include:
- Calendar for the current academic year
- Special programs, to include study abroad, minors, and extra-curricular internships
- Admissions processes
- Financial information, to include tuition, fees, payment processes, transcripts, and financial aid.
- Academic support
- Academic integrity
- Student discipline
- Class attendance
- Classroom recording policy
- Course registrations
- Examinations
- Grades and credits
- Transfer credits
- Leave of Absence, university withdrawals, and return to university
- College degree programs, to include undergraduate majors and minors, graduate, and honors programs
- Student Life program

4.6 The Registrar, under the authority of the VPAA, publishes the official version of the Catalog once a year on the University website. The Marketing and Communication Department will support the Registrar in making changes to the University website.

4.7 The Registrar may make editorial changes to the University Catalog.

4.8 The Registrar will take reasonable steps to ensure the accuracy of the University Catalog.

4.9 The Registrar will post historical versions of the University catalogue for the previous six years on the university website. The Registrar will maintain an archive of all university catalogues.

5.0 Procedures

Preparation of Curriculum Submissions

5.1 All curriculum submissions, including the Academic Success Program, undergraduate, and graduate programs, will follow the same procedures as outlined.

5.2 Curriculum changes will be considered throughout the year in accordance with the timeframes set in Appendix A.

    5.2.1 Academic units may submit curriculum changes at any time, however, changes that miss the deadlines can be submitted into the subsequent edition and will be held by the Office of Enrollment Services and Registration until publication.

    5.2.2 It is the responsibility of the academic units to identify and consult with other units across the University that may be affected by any proposed curriculum change, such as library services, career services, Registrar's office, Student Affairs, etc. This includes but is not limited to cross-listed courses, joint undergraduate-graduate courses, courses used in other programs, courses on topics in which other units offer courses, etc.

5.3 Academic units will prepare curriculum submissions for the Catalog using two categories:

- Program Change: Program changes include, but are not limited to:
  - The creation, reinstatement, discontinuance, or change in name of a program or credential.
  - Any change that significantly affects the program focus, content, structure, or requirements.
  - Suspension of admission to, re-admission to, or declaration in programs.
  - A change in required courses for a program
  - A change in specific eligible courses that can be used to meet program requirements.

- Course Change: Course Changes may include, but are not limited to:
  - The creation, reinstatement, suspension, deletion, or change in course code.
  - A change in the course title or description
  - Changes in prerequisites and other requirements
  - Retention of a course that has not been offered for 3 years (aka 'sunset' courses)
  - Change in sequence credit information or cross-listing
  - Change in credit value, merging or division of courses
  - Change in number or distribution of course contact hours
  - Grading structure

5.4 The Registrar's Office will develop and distribute the Catalog Program Change form and Catalog Course Change form templates.

5.5 The format, wording and scope of program-related curriculum submissions must be consistent with the University's academic program policies and guidelines.

 5.5.1 The Office of the Registrar will provide guidelines related to the following:
- Course code and numbers
- Course titles and descriptions
- Course contact hours and format
- Cross-listing of courses
- Course equivalency
- Mutually exclusive courses
- Enrollment, pre-requisites, and co-requisite restrictions
- Student course repetition
- Sun setting of courses

5.6 Prior to submission of curriculum changes to be approved by the Senate for inclusion in the Catalog, departments must have completed a consultative process with constituents potentially affected both administrative and program areas.

 5.6.1 The Department Chair or Dean of the College will establish a schedule of formal meetings and mechanisms for the consultation process. The process should include documented feedback and comments received regarding proposed changes.

 5.6.2 Comments received through the consultative process must be included in the Program Change form and/or Course Change forms.

Preparation of Non-Curricular Submissions

5.7 Updating administrative, procedural and policy information, or rewording, should be submitted using the Catalog Change form and submitted to the Registrar. If the changes do not affect programs and courses, they can be made at the discretion of the Director of Enrollment Management/Registrar. If the meaning or intent of an entry is changed, then the approval of the Vice President of Enrollment Services and Student Affairs may be required.

Catalog Editing and Style

5.8 The Marketing and Communication Department is responsible for ensuring uniformity in presentation and avoidance of inconsistencies in spelling or format. To assure this, the Marketing and Communications Department will publish a style guide to support standardization of spelling, format, and uniformity in presentation.

Training

5.9 The Office of Enrollment Services and Registration is responsible for providing annual training for all constituents to support the University Catalog submission and change process.

Related Policies and Documents
University Catalog
Curriculum Approval

Appendices
Appendix A: Timeframes

Appendix A – Timeframes

Cycle	Action	Key Dates
Fall Term Offering	• Program area planning • Consultation • Submit to Curriculum Committee for approval • Faculty Senate meeting • VPAA Approval • Curriculum changes submitted to the Registrar • Submissions published in University Catalog (print and online)	Submission to CRC: January 15th Published: March 31st Effective: August 1st
Spring Term Offering	• Program area planning • Consultation • Submit to Curriculum Committee for approval • Faculty Senate meeting • VPAA Approval • Curriculum changes submitted to the Registrar • Submissions published in University Catalog (print and online)	Submission to CRC: March 31st Published: August 31st Effective: December 1st