

DATE: January 26, 2011  
TO: Faculty Senate  
FROM: Mike Earnest, Registrar  
RE: Catalog Production Schedule

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Last year the Registrar's Office worked with Marketing & Communications to push our catalog production schedule as late as possible to accommodate spring Faculty Senate actions. Whereas in prior years the catalog had always been distributed in April, we determined that it could be delayed until August. Given the timeline for producing such a publication, catalog text has to be submitted in early March.

Since we hold students accountable for graduation requirements and academic policies as published in the catalog, I request that the Faculty Senate consider the catalog production schedule when making decisions during the spring semester.

**Changes to existing programs and courses approved by March 1 can be effective for the upcoming fall term (e.g. March 1, 2011 for Fall 2011) and will be published in the next catalog. Changes approved after March 1 should be made effective for the *following* fall term (e.g. April 2011 for Fall 2012).**

- Changes that affect course descriptions (prerequisites, number of credits, applicability to Core, general education distribution, etc) cannot be accommodated after March 1. Course descriptions are pulled for the catalog in early March, and students begin registration around April 1 for the following fall term.
- Changes to existing programs approved by March 1 will be published in the upcoming catalog. This would include changes to degree, major or minor requirements. Changes approved after March 1 will not be published and therefore should be made effective for the following year's catalog.
- New programs approved by the Board of Regents at their February meeting will be published in the catalog. New programs approved at the April BOR meeting may or may not be published. Programs approved at the June BOR meeting will definitely not be published.