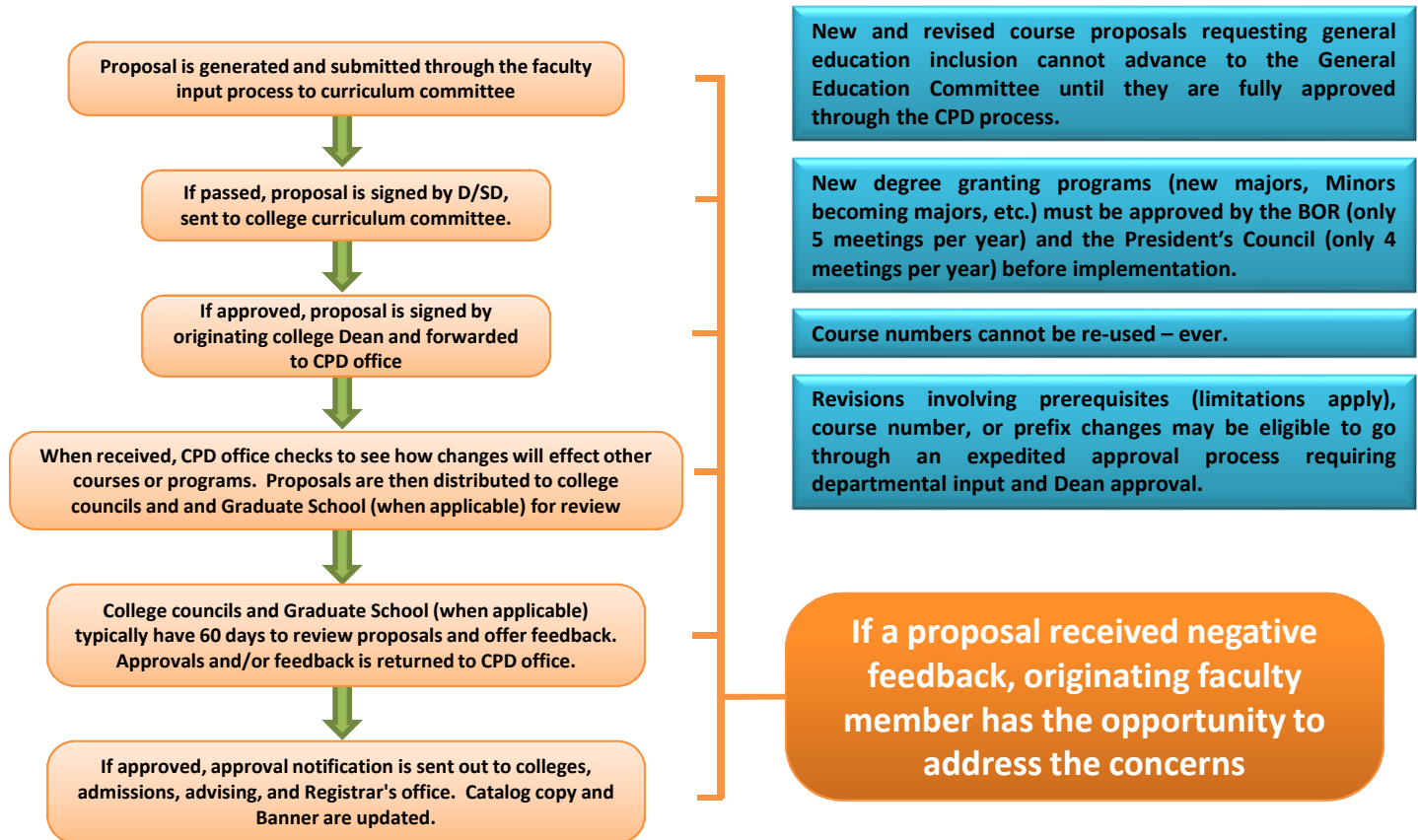


## Course and Program Approval Process



### Policies

- \* The online catalog is the originating data source for all course and program information and is used by UACDC and Graduation Audit as the definitive source of information regarding student programs of study.
- \* Departments/ Schools seeking to provide course and program information to students through their departmental web pages should link directly to the online catalog.
- \* Beginning Fall 2012, all advising checklists, programs of study, etc. should be generated through the online catalog.
- \* Course and program changes are not to be initiated through Records and Registration as those changes cannot then be included in the catalog.
- \* Student's can choose to use the catalog they enter EMU with for 7 years after they enter. There are exceptions in a very limited number of licensure and certification cases. Please plan and advise accordingly.
- Course and program approvals cannot be applied to students retroactively.

### Deadlines

- \* Catalogs are now published annually. Official publication date is July 1<sup>st</sup>. Once a catalog is published, it is locked and its content is pushed to the degree auditing system. Once a catalog is locked, it will not be edited. Any content changes will be reflected in the following year's catalog.
- \* Draft catalogs will be posted to the web on March 1<sup>st</sup> to inform Fast Track Orientation and new student registration. These catalogs will be designated as "working copies" until July 1<sup>st</sup> when they are officially published.
- \* Each Department/ School is responsible for reviewing their catalog content and having *EDITS* turned in by February 1.
- \* Departments/ Schools are responsible for reviewing all course and program notifications delivered via Acalog. Adjustments will be allowed to catalog copy within two weeks of notification distribution.
- \* The full input-approval process can take three to six months - please plan accordingly.
- \* The expedited revision process may take several weeks depending on when the changes are being presented. Changes requested during registration will not go into effect until the following term.