

Course and Curriculum/Catalog Changes

Problems:

1. No deadlines for course and curriculum approval process
 - Departments and colleges do not know when to plan, make changes, or when to expect a response
 - Lack of timeline shows disregard for Office of the Registrar deadlines; once registration has started for a given term, you cannot make changes to courses

2. Continual changes in online catalog rather than one-time annual changes
 - There was an understanding that the move from publishing a catalog every two years to every year was to help alleviate the pressure when changes need to happen sooner. However, this has escalated into a move towards continual changes in the online catalog rather than annual changes.
 - Continuous, ongoing curriculum changes are confusing for students and advisors and disadvantage students.
 - Changes should not be made once the catalog is “printed.”
 - This year to date, Eric Klee has made changes for seven departments who failed to complete the necessary catalog changes in the timeframe allowed and then realized their catalog entries were out-of-date.
 - In addition, changes to the online version of the catalog are made continuously throughout the year as curriculum changes are approved.
 - Best practice is plan-ful course and curriculum changes, with annual changes made for implementation for the entering fall class.

Peer institution catalog deadlines:

Institution	Curriculum Changes Due to Univ Curriculum Committee*	Catalog ‘Published’
UNC-Chapel Hill	October 15	Annually (May)
UNC-Greensboro	January 22	Annually
UNC-Asheville	November 5	Annually
Western Michigan U	November 23 (for following fall)/May 25 (for following spring)	Semiannually
Kent State (OH)	January 2	Annually
Portland State (OR)	February 1	Annually
U of RI	April 9	Annually (September)
Old Dominion U (VA)	October 1	Annually
U of MN	January 6	Annually (May)
Northern KY U	December 16	Annually

*A curriculum change requested by this date will be included in the next catalog pending approval by curriculum committee.

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Suggested Guidelines for Course and Curriculum Changes

Course and Curriculum Changes	
Last day of fall semester classes	Deadline for course and curriculum proposals to UCCC and GC
2/15	Deadline for course and curriculum proposals from UCCC and GC to Academic Affairs
3/12	Deadline for course and curriculum approval memos from Academic Affairs
3/26	Registration for Summer and Fall
5/1	Catalog posted online

Estimated time schedule for review at each level:

- Departmental and Collegiate review period (from beginning of Fall term): 16 weeks
- UCCC and GC review period (including time for revisions by department): 12 weeks+
- Academic Affairs processing period: 4 weeks
- Office of Registrar processing period: 2 weeks