

COURSE AND PROGRAM APPROVAL TIMELINE

CHANGES MADE IN BANNER, GENERAL CATALOG, AND DEGREE WORKS FOLLOWING EPC APPROVAL (OR PROVOST OFFICE APPROVAL IF APPLICABLE)

COURSES ONCE A YEAR

COURSE CHANGES THAT MAY BE MADE ONCE A YEAR WITH PUBLICATION OF THE NEW CATALOG MUST BE APPROVED BY THE **FEBRUARY** EPC

Course prefix change

Course number change

Addition/Deletion of a prerequisite or restriction

Credit hour change

Course title change

Inactivation/Deletion of a course

Addition/Deletion of a co-requisite

Pass/Fail designation change

Grade mode change

Addition/Deletion of a General Education/University Studies designation

COURSES TWICE A YEAR

APPROVED BY THE **OCTOBER** EPC FOR SPRING UPDATES

APPROVED BY THE **FEBRUARY** EPC FOR FALL UPDATES

Addition of new course

Course description change

Repeatable for credit status

Addition/Deletion of a dual/cross listed course

Reactivation of a course

PROGRAMS

ONCE A YEAR

CHANGES THAT MAY BE MADE ONCE A YEAR WITH PUBLICATION OF THE NEW CATALOG
COURSEDOG PROGRAM MODIFICATION PROPOSAL DUE BY MARCH 1

Existing program requirement changes

Discontinue/Suspend program*

Program Name changes*

CHANGED AS NEEDED

Catalog page changes that do not affect program requirements

Catalog faculty list updates

UPON FINAL APPROVAL FROM PROVOST OFFICE

*NEW PROGRAMS/EMPHASES AND PROGRAM NAME CHANGES MAY BE MADE DURING THE CATALOG YEAR UPON PROVOST OFFICE FINAL APPROVAL

COURSEDOG NEWLY APPROVED PROGRAM FORM REQUIRED

NEW PROGRAMS & NEW EMPHASES
NEW PROGRAMS/EMPHASES AND PROGRAM NAME

CHANGES MUST BE APPROVED BY THE EPC, BOARD OF TRUSTEES, AND FINAL APPROVAL RECEIVED FROM PROVOST OFFICE. COURSEDOG NEWLY APPROVED PROGRAM FORM MUST BE SUBMITTED TO ADD THE PROGRAM TO THE CATALOG.