

PROCESS TO ADD/CHANGE A COURSE IN THE ACADEMIC CATALOG

1. An academic Department requesting to add a new course, or change an existing course, to the Academic catalog must submit a written request to the Undergraduate Policy Committee (UPC) or the Graduate Academic Policy Committee (GPAC) of the Faculty Senate for approval. Courses that are to be cross-listed at both the undergraduate and graduate level require submission to both UPC and GPAC for approval. These requests are submitted electronically via the forms available through the [Registrar's](#) web site.
 - a. [Undergraduate Add/Change form](#)
 - b. [Graduate Add/Change form](#)
2. The UPC or GPAC shall approve courses to convey credit hours in accordance with the policies and practices described graduate and undergraduate catalogs:
 - a. Credit Hour Definition: [Undergraduate](#) [Graduate](#)
 - b. [Application of Credit Hour Policy](#)
3. Once the course is approved at the departmental level, the change form is signed electronically by the Department Chair or Curriculum Coordinator and then forwarded, along with a copy of the course syllabus, to the Undergraduate or Graduate Curriculum Committee of the respective college for approval.
4. If approved by the College Curriculum Committee, the proposed addition/change is forwarded to the College Dean for approval.
5. If approved by the College Dean, the proposed addition/changed is forwarded to UPC and/or GPAC for approval.
6. If approved by UPC and/or GPAC, the addition/change will be forwarded to the Registrar who will make the necessary changes in SiS and in the appropriate academic catalogues with notification to all interested parties.