



Catalog Course/Program Change Guide

The steps below show the procedure for processing a catalog course/program change.

Step 1:

Discuss and formally approve the proposed course/program changes (catalog descriptions, credit hours, new courses, etc.) within your own division/department. Fill out the course catalog change form (available in the Student Services Office). Be very careful with this form. The changes, when approved, are written verbatim including typographical errors. Please provide a course syllabus if course content changes or a new course is being proposed.

Step 2:

The Division/Department Director submits the approved documents to the chair of the appropriate committee.

CUS for undergraduate (000-699) COGSIM for graduate (500-999)

Any courses numbered 500-699 must be submitted separately through **both** the Undergraduate Committee and the Graduate Committee.

Step 3:

If approved, the chair of the committee (CUS or COGSIM) processes and submits the documents to the Dean to be included in the next faculty meeting agenda.

If not approved, the committee chair will return the denied documents and explanation of action to the appropriate Division/Department Director.

Step 4:

The Dean includes the approved request for course/program change in the next faculty meeting agenda.

Step 5:

If approved by the faculty, the Dean submits the documents for action.

If not approved, the Dean returns the denied documents and explanation of action to the appropriate division/area.

Step 6:

If approved by the School of Music faculty, the Dean submits the paperwork as follows:

Graduate:

Documents are submitted to the chair of the Executive Council of Graduate Faculty (Sara Rosen) for action.

Undergraduate:

Documents are submitted to the Student Services Director of Music (Rita Riley) for action.

If not approved, the School of Music Dean returns the denied documents and explanation of action to the Division/Department Director.

Step 7:Graduate:

The Executive Council of Graduate Faculty processes the documents and submits their action to the Provost's Office (Jenny Mehmedovic) for informational purposes. At the same time, they submit their action back to the School of Music, Dean for processing.

Undergraduate:

The School of Music Student Services Director prepares the documents for processing.

Step 8:Graduate:

The School of Music Dean submits the approved documents to the Student Services Director for action.

Undergraduate:

See Step 9.

Step 9:

In both cases the School of Music Student Services Director prepares and processes the changes sending copies of this documentation to the following individuals as well as retaining a file internally:

Department Scheduling Officer

Division/Department Director

Graduate Administrative Assistant

Registrars Office: Kim O'Bryon, 150 Strong (will update the actual course catalog)

Step 10:

The Division/Department Director, upon receipt of final approval from the Dean, will submit the appropriate timetable (class add, change, or delete) request to the department scheduling officer for processing as needed for a specific term.