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**Policy: Guidelines for Catalog Revisions**

**Number: 01.13.01**

**Approval Date: August 15, 2013**

**Revision Dates: August 6, 2015**

**Section: Academic Affairs**

**Area: Not Applicable**

**Subject: College Catalog**

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**PURPOSE**

The purpose of these guidelines is to establish a consistent procedure for submitting changes to the College of Health Professions Catalog that will: (1) Ensure that all appropriate officials and offices are informed of changes and (2) increase the likelihood that students and prospective students will receive correct and timely information about policies and procedures that impact on admissions, expectations and requirements, etc.

**BACKGROUND AND RATIONALE**

Publication Cycle – The Catalog will be published each year on August 1.

Notification of Changes – The College of Health Professions Welcome Center is the primary source of admissions information for prospective students. When admissions policies and procedure are changed by admissions committees, it is necessary for the Welcome Center to be informed immediately of the changes so that they can convey correct information. One purpose of these guidelines is to create a mechanism for notifying the Welcome Center of changes in a timely manner.

Accreditation Requirements – Regional and specialty accrediting bodies typically require the institution or program to notify students and prospective students in a timely manner when changes are made in policies and procedures. Accreditation bodies rarely dictate how far in advance changes must be published. Generally, however, it is desirable for changes in admissions policies and procedures to be published at least one year in advance of their implementation, to allow time for prospective students to adjust their courses of study or arrange for other experiences, e.g., shadowing, to meet admission requirements.

**GUIDELINES**

To achieve the purposes set out above, these guidelines are established for making changes in the Catalog:

1. Changes in policies and procedures may be made no more than one time per year.
2. Application deadlines may be extended one time during an admission cycle, but may not be shortened.
3. Notice of anticipated changes in application and admissions policies and procedures will be sent to the Associate Dean for Academic Affairs by March 1. Early notice will enable the associate dean to assist the department to obtain necessary approvals. Actual changes will be submitted by June 1 (see 4, below).
4. In general, changes must be published at least one year before implementation. Catalog changes that impact on application and admissions must be submitted by June 1 of the calendar year before they will be implemented. Programs that matriculate new students in summer term may submit

changes by June 1 of the previous calendar year. The table below illustrates the deadlines for submitting changes in application and admissions policies and procedures. Policies and procedures not related to application and admissions, may be submitted by June 1 of the calendar year in which they will be implemented.

<b>Example – Deadlines for Submitting Changes in Application and Admission Policies and Procedures</b>	
<b>Intended Implementation Date</b>	<b>Deadline for Submitting Changes</b>
Spring 2015	June 1, 2013
Summer 2015	June 1, 2014
Fall 2015	June 1, 2014

5. To facilitate the dissemination of information to staff members and other university offices, catalog changes will be submitted to the Associate Dean for Academic Affairs who will (a) review and approve the changes and (b) distribute them to the Welcome Center, Registrar, etc.

#### **IMPLEMENTATION**

These guidelines will be implemented immediately.

#### **APPROVAL**

This policy was approved by the College of Health Professions Executive Committee on August 15, 2013.  
Revised August 6, 2015