Request for Change to the Academic Catalog (Concord University)

The Academic Catalog is published electronically each year at Concord University. Proposed changes to the current Academic Catalog must process through and be approved by the appropriate hierarchical levels. As a general rule, requests for changes to the existing Academic Catalog will process through the current academic year and take effect at the beginning of the next academic year cycle (August). Each yearly catalog is effective August – July. Changes to the Academic Catalog typically include three major areas:

I. Programs of Study

Proposals for new degree/major/certification programs must begin with an Intent to Plan. Intent to Plan a new program/major/certification must be approved at the following levels:

a) Department
b) Academic Council
c) Graduate Council (graduate program/certifications only)
d) EPPAC (Education programs/certifications only)
e) WV Higher Education Policy Commission (WVHEPC)
f) Board of Governors (BOG)

If the Intent to Plan is approved by the BOG, it is then forwarded to the WVHEPC for Approval. Once approved by the WVHEPC Chancellor and staff, the Institution must submit a Full-Program Proposal for approval prior to implementation at the University. The following levels must approve of the Full-Program Proposal prior to implementation at the University:

a) Department
b) Graduate Council (graduate programs only)
c) Academic Council
d) The President
e) Board of Governors (BOG)
f) WV Higher Education Policy Commission (WVHEPC)
g) Program Review Board (PRB) – Education Programs/Certifications only
h) Higher Learning Commission (HLC)
i) Accreditation Bodies

Note: No program should be advertised until full approval has been granted. The addition of an Emphasis/Minor/Certificate does not require an Intent to Plan or Full-Program Proposal.
2. **Courses**

Depending upon the type of course being created or modified, proposals must be approved at the following levels:

**General Education Courses (Required of All CU Students)**
- a) Disciplinary Faculty (where applicable)
- b) Department Faculty
- c) Department Chair
- d) Dean of College
- e) Academic Council
- f) Faculty Executive Board
- g) Provost

**Education Curriculum Courses**
- a) Disciplinary Faculty (where applicable)
- b) Department Faculty
- c) Department Chair
- d) Dean of College
- e) Academic Council
- f) EPPAC
- g) Provost

**General Education & Education Curriculum Courses**
- a) Disciplinary Faculty (where applicable)
- b) Department Faculty
- c) Department Chair
- d) Dean of College
- e) Academic Council
- f) Faculty Executive Board
- g) EPPAC
- h) Provost

**Non-General Education or Non-Education Curriculum Courses**
- a) Disciplinary Faculty (where applicable)
- b) Department Faculty
- c) Department Chair
- d) Dean of College
- e) Academic Council
- f) Provost
3. **General Catalog Information (Policies, Departments, General Education, Admission, Graduation, Withdrawals, Tuition and Fees, Etc.)**

Depending upon the type of catalog information being created or modified, proposals typically must have approval at the following levels:

a) Department Head (if applicable)
b) Dean of College (if applicable)
c) Academic Council (if applicable)
d) Provost
e) Board of Governors (if applicable)

Following is a listing of forms available to expedite the approval process for Academic Catalog changes. These forms may be accessed on the Academic Resources webpage under Catalogs and Catalog Forms.

- Intent to Plan Degree/Major/Specialization
- New Degree/Major/Specialization Full Proposal
- Emphasis/Minor/Certificate Proposal Information
- Catalog Program Form
- Catalog Course Form
- Catalog Change Form

Note: Requests to modify or “inactivate” programs of study, courses or catalog information will be discussed and approved at various hierarchical levels referenced above for Items 1, 2 and 3. Depending upon the catalog change requested, the appropriate form will be completed by the department and signed by the Provost; once approved.

All “Approved” catalog change forms are forwarded to the Associate Registrar who in turn will modify the “upcoming” academic catalog accordingly.