

## Guidelines for Catalog Revisions and Standard Course Outlines (SCOs)

### Catalog Revision Process

- Catalog revision proposals are discussed at respective programs committees (UPC or GPC). The department representative in the committee acts as the intermediary between the respective committee and department/program.
  - The department representative brings any proposed catalog changes from the department/program to the programs committee for deliberation.
    - The Associate Dean for Administration acts as the department representative for CBA and BLAW courses at UPC meetings.
    - The Graduate Programs Director acts as the department representative for GBA courses at GPC meetings.
  - The department representative notifies the department chair/program director of any proposed catalog changes discussed at the programs committee that need to be discussed by the department/program, and also brings these before department meetings for deliberation.
- Once catalog change proposals are approved at the respective programs committee, the approved change is included in the minutes of the committee meeting that is sent to COB faculty and staff.
- Curriculum forms for approved catalog revisions are submitted in [Curriculog](#) by the department designee and routed for approval by the department curriculum committee chair, department chair, programs committee chair, the Associate Dean for Administration, and finally the University Curriculum Office.

### Standard Course Outline Process

- Draft proposals from the departments/programs are discussed at respective programs committees (UPC or GPC).
- Once the proposals are approved at the respective programs committee, the final version is attached to the minutes of the committee meeting that is sent to COB faculty and staff.
- The department representative in the committee makes sure the approved SCO is provided to the Office of the Associate Dean for Administration and the Associate Dean for Accreditation.
- The Assistant to the Associate Dean formats the SCO for web accessibility, saves on the shared drive, and submits to the COB Webmaster to post to the [SCO directory](#) on the COB website.
- All versions of SCOs are kept in reverse chronological order on the shared drive, which all ASCs have access to. The latest version of all SCO's are posted publicly to the [SCO directory](#) on the COB website.