



GETTING CHANGES APPROVED AND INTO THE PRINTED CATALOG

October AY(1)–Fall Semester AY(2)

To show in AY(3), yearlong review process

Department representatives review the current catalog for errors, omissions, changes and/or additions. Electronic files are kept of all copy for which the department is responsible. Files of the current catalog are available for download from <http://my.fit.edu/~lfox/CATALOG>. The representative for each department will maintain communication throughout the year with the catalog director (Liz Fox, Crawford Building, room 102, ext. 8114, lfox@fit.edu), to keep sections current.

Catalog reviewers and/or department heads submit changes to the printed catalog only after approval by the cognizant dean. Submissions and changes to catalog can be itemized as: *automatic updates*, or those program or curriculum changes that are a result of agenda items from Graduate Council (GC) and the Undergraduate Curriculum Committee (UGCC) that are approved by a majority of the voting members; *department requested updates*, which are requests for changes in or additions to university or departmental copy that falls outside the purview of GC or UGCC; and *course description updates*, when existing courses need changes to verbiage (see additional restrictions below).

Automatic Updates

Graduate Council & Undergraduate Curriculum Committee

Approvals from the regularly scheduled council and committee meetings will be translated into updates for the next appropriate edition of the catalog. The catalog director will generate “proofs” as a result of these actions and will submit them to the department representative for approval before inclusion in the catalog. All submitted requests must be approved by the dean before being heard or voted on. These changes will undergo a final approval by the Provost’s Office before being included in the catalog.

Updates needing other approvals

Changes to departmental copy other than programs

Catalog changes that fall outside the purview of GC and/or UGCC must be approved by the senior administrator of the division or unit before being submitted to the catalog director. These changes will undergo a final approval by the Provost’s Office before being included in the catalog.

Course description updates

Additional restrictions for submissions

Any change to the text portion of the published course description of an undergraduate course must:

- Be approved by the dean and department head before submission.
- Not represent a significant change in course content.
- Not be a listed core requirement in that or another program.

Course description updates to the text portion of the published course description of an undergraduate course for a course that is a core requirement in a program outside of its home department must:

- Be approved by the dean and department head before submission.
- Be electronically presented to UGCC members for consideration and the opportunity for electronic discussion.
- Will not be voted on unless a committee member specifically requests such a vote.

Final catalog process

Submission, printing and proofing

The last day to submit new and/or changed information for inclusion in the printed catalog is the end of the first week of classes of the Fall Semester (i.e., Friday, August 25, 2006). However, approvals from that term’s first GC and UGCC meetings (September), will be included in the next catalog. BANNER will be updated throughout the year, based on appropriate approvals and the submission of any required (and signed) paperwork.

The last opportunity to check for spelling errors, transposed numbers, etc., will be sometime close to the end of October. No content changes permitted unless already appearing in the BANNER system. Department heads and/or catalog reviewers will receive an electronic (.pdf) proof at that time, and have one week (i.e., Monday–Monday) from receipt to review. These changes will undergo a final approval by the Provost’s Office before being included in the catalog.

The electronic proof, along with any comments or requests is emailed to the director of catalog at the end of the one-week review. The files are final at that point and the printed catalog is generated.

Delivery of the catalog (AY(3) above) is estimated at mid-to late January of AY(2)