

Editorial Change to Catalog Copy and DARS Report

In order to maintain accuracy, clarity, and consistency in the catalog and the DARS reports, it is occasionally necessary to revise wording or resolve inconsistencies that arise in these documents regarding items that have been approved by the University Courses and Curriculum Committee or are of a nature that does not require UCC action. To reduce confusion, it is necessary to make these changes more quickly than allowed by the regular UCC committee schedule.

Following is the approved process for making editorial changes to catalog copy and/or DARS encoding. A department representative may initiate the change, but before it is implemented in Admissions and Records, the Dean, the Vice Provost Instruction and Undergraduate Programs, and the Chair of the University Courses and Curriculum Committee must mutually agree that the proposed change does not warrant full UCC action.

1. The department representative confers with his or her Dean regarding the proposed change and, with the Dean's approval, generates a memo to the Vice Provost including a description of the change and the rationale.
 - a. If the proposed change impacts offerings in other departments, the memo must be accompanied by a letter of support from the impacted department(s).
2. If the Vice Provost and the Chair of the UCC approve the change, a copy of the memo and catalog copy with notes for revision will be sent to the DARS staff in the Admissions and Records Office.
3. Upon receipt of the memo in Admissions and Records, the change will be made in the DARS encoding immediately and in the catalog copy as soon as possible.
4. A copy of the memo will be distributed to the entire Courses and Curriculum Committee at its next regular meeting.