

PURPOSE: TO PROVIDE INFORMATION REGARDING SUBMITTING RECOMMENDATIONS FOR THE CATALOG.

The Brenau University Catalog is a web-based (<http://catalog.brenau.edu>) document including sections for both undergraduate and graduate programs, published annually. A student has the right to graduate under any catalog in effect during the period of the student's continuous enrollment. Students not attending Brenau for more than one semester must reactivate their record through the Registrar's Office. Students with interrupted enrollment for more than five semesters must reapply for full admission to the university and must follow the catalog in effect when they return to Brenau University.

Responsibilities for revising and publishing the Brenau University Catalog are assigned to the Registrar's Office, under the supervision of the Office of the Provost & Vice President for Academic Affairs. The following procedures guide the faculty and staff in submitting recommendations for catalog changes:

1. Proposed changes to the curriculum and academic policies must be submitted to the Academic Affairs Committee for undergraduate items and to the Graduate Council for graduate items. Changes must be approved by the March meeting of each committee. With a staff member attending both committees, the Registrar's Office is responsible for verifying that changes submitted for the next edition of the catalog are approved by either body. Deans and Department Chairs should also verify that changes submitted to the Registrar's Office for their respective areas are approved.
2. Admissions staff members are invited to every meeting of Academic Affairs and Graduate Council and therefore are kept informed of new or removed programs.
3. Proposed corrections, additions or deletions to the catalog will be submitted by deans, department chairs and approved administrative staff directly to the Registrar's Office for consideration by May 1.
4. Deans and Department Chairs must ensure that changes approved and submitted for the next edition of the catalog are also made in any supplemental publications such as program handbooks, recruiting materials, class schedules, etc.

The Registrar's Office also prepares the program plans of study, published annually. Those program plans are available on the Registrar's Office web site.

COURSE SCHEDULES

It is the responsibility of the Deans and Department Chairs to consult with site coordinators in developing course schedules for both on and off-campus offerings within their departments, and to submit this information to the Registrar's Office. The Registrar's Office is responsible for developing the course schedule in consultation with the academic departments and the Office of the Provost. Courses should be scheduled to meet the needs of students, to maximize enrollment and facility use, and to minimize scheduling conflicts.