

## ***Catalogue Revision Policy***

**Policy Name:** *Catalogue Revision Policy*

**Approval Authority:** Cabinet

**Interpreting and Implementing Policy:** Provost

**Effective:** June 1, 2023

**Last Revised:** June 2023

**New Review Date:** June, 2028

### **Policy Statement**

The Wesleyan College *Catalogue* is the official document listing academic policies and procedures. The following guidelines ensure the College's commitment to transparency and accuracy of information about academic policies and procedures.

### **Entities Affected by the Policy**

Current and former Wesleyan College students, faculty, and staff.

### **Policy Details**

1. The Wesleyan College *Catalogue* is available annually before the fall semester. Degree requirements go into effect annually at the start of the fall semester or summer for students who enter the College for the first time in the summer.
2. Approved revisions to the *Catalogue* are made following the procedures detailed in relevant College documents and publications. In consultation with the Registrar, the Provost establishes procedures to enter revisions into the *Catalogue*.
3. Revisions to degree requirements, majors, minors, the general education curriculum, or courses must be reviewed through the formal curriculum review process and approved by the Wesleyan College faculty. Most curriculum changes go into effect at the start of a new academic year. The Provost may approve exceptions.
4. Revisions of academic policies, course title changes, course/description changes, and prerequisites are made per semester. Curricular and policy changes made mid-year will be listed on the Catalogue Revisions page of the *Catalogue*.

### **Responsibilities**

Registrar and Provost

### **Interpreting and Implementing Authority**

Provost