**Modifying Programs and Courses in the Catalog**

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| No. 4-2a     | Rev. ~~05-12-09~~     | Date   02-25-09        |

I.  POLICY

Weber State university reserves the right to modify, add, or remove courses and programs as part of its curriculum.  Once the request has met final approval, these changes will be listed in the university catalog.

Consistent with the [Student Code (PPM 6-22)](http://www.weber.edu/ppm/Policies/6-22_StudentCode.html) program changes must be well planned, widely communicated, and must incorporate an orderly transition from the old to the new.

II.  PROCEDURE

A.  Weber State University has one official catalog regardless of distribution format (print, online, PDF, etc.).  The content within the catalog will be identical in each format with differences only found due to formatting requirements.

B.  Program and course changes will be submitted and reviewed in accordance with the process defined in the Curriculum Policy and Procedure Manual.

C.  Program changes which pass the Curriculum Committee by the ~~December~~ January meeting and then pass the Faculty Senate by the ~~January~~ February meeting will become effective the next academic year.  Weber State University's academic year begins Summer Semester.

D.  A program change is defined as any modification to a program, which alters the program's requirements for graduation.  A program includes majors, minor, emphases, and/or concentrations, which are offered as a certificate or degree.  Examples of program changes include:

1.  New courses required for a major, minor, emphasis, or concentration.

2.  Modified courses required for a major, minor, emphasis, or concentration.

3.  Credit hour changes required for a major, minor, emphasis, or concentration.

4.  Credit hour changes for a course which is required for a major, minor, emphasis, or concentration.

5.  Attribute changes for any course.

F.  New programs become effective immediately upon final approval.

G.  Approved course changes which do not alter a program will become effective the following semester.  This includes elective courses or those with non-substantive changes.

*Note:*If a course has been approved in fall semester but needs to be taught spring semester of that same academic year, it is recommended the course be taught as an experimental course spring semester with it becoming effective as noted above.

H.  Exceptions to this policy may be requested through the University Registrar.  If approved, it is the responsibility of the academic department to communicate personally the change to each student affected by the change.