Catalog Process #2

Narrative & Course Sequence Information

**Timeline:** Sept 1 – Feb 1

**Who is involved:** Faculty, Chairs, AA’s, SAS and Faculty Governance

- **SAS (Ruth Adams) opens CONTRIBUT access to AA’s and Chairs to make narrative changes.**

- **Chairs review for changes with other faculty in their departments and begin updating pages in CONTRIBUT.**

- **Course Sequences:**
  - Update in CONTRIBUT. Pages are found on Degree Requirements pages.

- **Chairs need approval from UPEC/GPEC for changes in major requirements, GPA requirements or program acceptance changes.**

- **UPEC/GPEC communicates approvals or questions to Chairs.**

- **SAS turns off access to changes and updates on Feb 1. After this date, approval is needed for changes from Vice President, Office of Academic Affairs.**