

REGULATIONS CONCERNING CATALOGUE MATERIAL

Adopted by the University Senate

1. REVISION OF CATALOGUE DESCRIPTIONS -- Catalogue statements concerning all courses shall be revised to the end that an accurate description of the content of each course shall be presented and limitations of enrollment in any two or more on the basis of similarity of offerings shall be clearly indicated, not only for courses within a single department but also for courses in different departments.

-- Adopted May 20, 1935.

2. NEW COURSES OR CHANGES IN COURSES -- The Senate Advisory Committee shall serve as a committee on new courses. No new course or change in the content of a course shall be offered or shall be announced in the University catalogue unless it has been authorized by the following procedure:

- a. When any school has approved a new course, or a change in the content of a course, that school shall notify the Senate Advisory Committee. The Senate Advisory Committee shall notify all deans and chairmen of departments concerned of the proposed action and of a date prior to which requests for conference may be filed. Any faculty member concerned with or opposed to such proposals may ask the Senate Advisory Committee for a conference on the proposed course or change. If no request is received, and the Senate Advisory Committee itself makes no adverse recommendations, such course or change shall be considered as approved by the committee on the date fixed. If any request for a conference is received the Senate Advisory Committee shall arrange a conference of all interested persons.

If, after conference, the Senate Advisory Committee considers the new course, or the change, unwarranted, and if the school initiating the action does not accept the committee's conclusions, the Senate Advisory Committee shall report its findings and recommendations to the Senate for the Senate action.

--Adopted May 20, 1935

- b. No new course shall be included for instruction for the fall semester which has not been approved by the faculty of the school concerned at or before the April meeting, and no new course shall be included for instruction for the spring semester which has not been approved by the faculty of the school concerned at or before the preceding December meeting.

--Adopted November 4, 1936.