

August 9, 2004

To: Department and Concentration Chairs
 From: The Curriculum Committee (approved 10/08/02; modified 05/04/04)
 Subject: Instruction for Catalog Changes

Currently the division(s) and the Curriculum Committee must approve any changes that affect our course offerings. Some changes also require the approval of the faculty. Requests for change can range from deleting a few words in a course description to the addition of a new major. The approval process can be time-consuming for both faculty and administration. The Curriculum Committee has examined the process currently used to make changes in course offerings. The thrust of our discussions has been to look at the changes that have been requested over the last few years from the perspective of the maximum number of entities (department, division(s), Curriculum Committee, Faculty) that may be affected by the proposed change.

The committee has developed four levels of approval. The first level of approval involves those changes that would only need departmental approval. The second level involves those changes that would require both departmental and divisional approval. The third level involves those changes that would require not only approval from the department and division(s) but Curriculum Committee approval as well. The fourth level of approval involves those items that would require faculty approval as well as departmental, divisional and Curriculum Committee approval.

It is more difficult to develop categories of course changes because there are no clear boundaries between the nature of the change and the level of approval required. The committee has developed the following general categories:

- Category 1: Adding or dropping a major or concentration.
- Category 2: Creating new courses, change in credit-value for a course, change in requirements for a major, cross-listing.
- Category 3: Adding a course, altering of the prerequisite for a course.
- Category 4: Changes that for the most part only affect the department itself such as frequency of offering, title changes, course number change(s).

The table below show an approximate relationship of each category to the level of approval required.

Category	Department/Concentration Approval	Divisional approval	Curriculum Com. approval	Faculty approval
1	N/A	YES	YES	YES
2	YES	YES	YES	
3	YES	YES		
4	YES			

The tables below shows the relationship between the type of request and the level of approval required. **These tables are not meant to be inclusive tables.** For requested changes that may arise that are not covered under the table below the department, concentration, or the individual would consult with the Dean of the Faculty or the Registrar as to how to proceed.

General Changes:	Level of approval required			
	Dept. Approval	Division Approval	CC Approval	Faculty Approval
Adding or dropping a major		Yes	Yes	Yes
Adding new courses/convertng special topics to a regular offering	Yes	Yes	Yes	
Changing the requirements for the major	Yes	Yes	Yes	
Cross-listing of courses within/between divisions	Yes	Yes	Yes	
Designating a course as repeatable for credit	Yes	Yes	Yes	
Increasing/decreasing the credits for a course	Yes	Yes	Yes	
Prerequisite: Dropped/Added/Modified within/outside department	Yes	Yes		
Deleting courses/Delisting courses	Yes	Yes		
Changing the frequency of a course offering	Yes			
Course modification: No./Title/Description/Adding or Removing "plus-2"	Yes			
Modification of introductory catalog material for a major	Yes			
Moving courses within departmental categories	Yes			

Changes involving Concentrations:	Dept. (s) Approval	Level of approval required			
		Conc Approval	Division Approval*	CC Approval	Faculty Approval
Adding or dropping a concentration	Yes	Yes	Yes	Yes	Yes
Adding new courses to the concentration (unique to the concentration)	Yes	Yes	Yes	Yes	
Changing the structure of the requirements	Yes	Yes	Yes	Yes	
Changing requirements for a concentration	Yes	Yes	Yes		
Adding/Dropping existing courses within the concentration	Yes	Yes			
Adding courses to the concentration from departments.	Yes	Yes			
Rearranging existing courses within the concentration	Yes	Yes			
Modification of the introductory catalog material for a concentration		Yes			

* Only those divisions affected must review and approve the change requested.

There will still be one form that can be used for most of the changes described above. The form can be found at <http://www.grinnell.edu/offices/registrar/additionalinfo/forms/> or can be obtained from the Office of the Registrar. Since the Registrar is the coordinator for all catalog copy any changes approved that fall below the level of the Curriculum Committee must be forwarded to the Registrar in order to be included in the next edition of the Catalog and Schedule of Classes. Items that require the approval of the Curriculum Committee should be forwarded to the Registrar after approval from the Division(s) has been obtained as well.