



# POLICY AND PROCEDURE

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<b>TITLE:</b>	<b>Catalog Policy</b>
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## **POLICY STATEMENT:**

Goodwin University updates and publishes a new academic catalog yearly. The catalog is a contract between Goodwin University and students attending the University. This policy provides guidance for the process to submit changes to current and future academic catalogs. This policy also includes a timeline for publishing the catalog, process to create addendums, and procedures related to the Joint Programs at the University of Bridgeport (UB) and Goodwin University (GU).

Changes may be made throughout the year for specific qualified reasons including but not limited to Title IV funding, tuition, and accreditation. Changes may be included in a catalog addendum once they have been approved by the appropriate department head or the Academic Affairs Committee and the Vice President of Institutional Effectiveness. The Vice President of Institutional Effectiveness may approve an addendum to the catalog without additional approval depending on the nature of the change. To ensure proper documentation is updated to officially regulated areas such as the Connecticut Office of Higher Education Inventory of Programs, the Goodwin website, and the University's internal CIP inventory this process must be completed accurately.

## **PROCEDURE DETAILS:**

At the start of the spring semester, the OIE will notify the GU community that the catalog review has begun and deadlines for completion are provided. The appropriate areas within the university should read through their section of the current catalog and submit changes that need to be reflected in the next year's catalog. Academic areas follow the process through the Academic Affairs Committee (detailed below) and non-academic areas should send any changes via e-mail to [catalog@goodwin.edu](mailto:catalog@goodwin.edu). If a department is unsure of their designated area of the catalog or the appropriate person to review the catalog for their area they should contact the Office of Institutional Effectiveness for guidance.

All changes must be submitted by the start of the third week of March, no changes will be accepted after that deadline unless approved by the Office of Institutional Effectiveness. Changes should be submitted as they are identified so the catalog committee may enter the changes into the new catalog over the course of the catalog review period.

During the 2nd week of April, the designated catalog reviewer will be e-mailed their section of the catalog including all submitted changes. The information should be reviewed, and any errors should be sent back to the catalog committee to update. If the information is accurate, the catalog committee should be notified that the information is accurate. The designated reviewer will be given two weeks from the date of the e-mail to conduct a final review and submit their approval or request for revisions.

Once final changes to the catalog are completed, the Vice President for Institutional Effectiveness, the Provost, and any other designated reviewer will review the catalog in its entirety and submit any additional modifications to the catalog committee. The completed catalog will be published no later than the start of the summer semester.

If there are any issues within the timeline, the catalog committee shall be notified and provide alternative options such as an extended timeline or the addendum process.

### **Academic Change Process**

Any changes that need to be made by the academic areas of the catalog must be submitted and approved by the Academic Affairs Committee via the consent agenda process. If approved, the consent agenda will be e-mailed by the AAC chair to [catalog@goodwin.edu](mailto:catalog@goodwin.edu) for applicable changes to be entered during the next catalog cycle. Changes to the catalog will not be made unless approved through AAC this includes the creation or removal of programs and courses, and any other element in the catalog pertaining to the programs and courses.

The only exception is changes of minor grammatical errors and/or changes to the course semester offerings. These changes may be sent directly to [catalog@goodwin.edu](mailto:catalog@goodwin.edu) from the dean, program director, or designee.

### **Catalog Consistency Requirements**

The catalog is a contract; therefore, it must maintain a level of consistency across all programs. Each academic program must include the following elements in the catalog in the order shown below.

- Program Name and degree
- Program Overview – a brief paragraph describing the program
- Program Learning Outcomes – 5-10 bulleted learning outcomes of the program that students are expected to achieve upon completion of the program. All outcomes must include language from an education taxonomy that can be measured through the institution's assessment processes.
- Curriculum – this can be listed by core requirements (General Education, Non-Major, Major) or by semesters to complete each section or a hybrid of both (listing the General Education and Non-major core and providing semester requirements for the major courses). Lists of both the core requirements and semester recommendations should not be included.
- Total Credits in the Program – this must match with the credits listed in the curriculum.
- Admission Requirements – if applicable, all requirements for admission to the program only, should be listed including point systems, course grades, etc.
- Accepted Student Requirements – if applicable, all requirements for students accepted to a program such as immunizations, external requirement, certification, background test, etc.
- Graduation Requirements – list any requirement students must complete to graduate above the standard institutional requirements.

Accredited programs may include additional information as required by their accrediting body with documentation of the requirement provided to the Office of Institutional Effectiveness.

Each course description must include the following elements in the catalog in the order shown below. Each bullet should be listed as a line item.

- Course Code – Course Name
- Credits
- Course Description
- Pre or Co-requisites – If there is not a Pre or Co-requisite the line item(s) would not be included. If there is a pre and co-requisite they should be separate line items
- Semesters Offered (listed as F, Sp, Su)

Additionally, all courses should start with the consistent language of, This course. Additionally, information that changes quickly such as course format should not be included in the description unless required by an accreditor.

**Addendum Process**

After the catalog is published, any changes to the catalog that need to be made immediately to satisfy accreditation or regulatory body requirements may be made as an addendum to the catalog. For non-academic areas, the addendum form must be completed including documentation from the regulatory body specifying the necessary catalog change and submitted to the Vice President for Institutional Effectiveness. For Academic areas, an AAC consent agenda, an addendum form and documentation from the accreditation/regulatory body specifying the necessary catalog change must be submitted to the AAC. Once approved, the documentation must be submitted to the Vice President for Institutional Effectiveness for approval.

Once approved, the changes will be added to the online catalog in the designated addendum area. Changes will not be made within the current catalog. All addendums will be incorporated into the catalog in the next catalog cycle.

**Joint Program Procedures**

Programs that are offered jointly at Goodwin University and the University of Bridgeport are to maintain mirrored catalog content to the extent possible. It is the responsibility of the program director and/or Dean to submit any changes to their program through both institutions catalog process. When a change to the catalog is processed, the respective institutions will communicate to ensure the information is reflected consistently.

**PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):**

- UNIVERSITY CATALOG
- UNIVERSITY WEBSITE
- FACULTY HANDBOOK
- STAFF HANDBOOK
- STUDENT HANDBOOK

**DEFINITIONS:**

Catalog Cycle – the time period in which the catalog is revised for the upcoming academic year.

**EXCLUSIONS:**

N/A

**OFFICES DIRECTLY AFFECTED BY THE POLICY:**

Academics, Office of Institutional Effectiveness

**HISTORY:**

<b>EFFECTIVE DATE:</b>	January 2025
<b>RESPONSIBLE OFFICE (ONLY ONE):</b>	Office of Institutional Effectiveness
<b>REVIEW DATE:</b>	Click or tap here to enter text.

**APPENDIX:**

Addendum Form

AAC Consent Agenda

## Catalog Addendum Form

In order to make a change to the catalog after it has been published, a Catalog Addendum Form must be completed and approved by the VP for OIE. If this is a change to an academic area, this information should also be submitted on a consent agenda and approved prior to review and approval by the VP for OIE.

Please complete all sections below to the best of your ability. Once completed, this form must be submitted to the Vice President for Institutional Effectiveness and/or Academic Affairs for approval.

Documentation of the need for this change from the accreditor or regulatory body should accompany this form.

### REQUESTED CHANGES

Please provide a brief overview of the requested changes. Include the original information from the current catalog and the new information that needs to be in the addendum. This information will appear as written in the online catalog under Addendum.

### APPROVAL OF CHANGE

Date Change Submitted:

Date Approved by Academic Affairs Committee (if applicable):

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Signature of AAC Chair or Provost

Date Approved by Institutional Effectiveness:

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Signature of VP for OIE

**CONSENT AGENDA TEMPLATE**

1.	<b>ITEM</b>	<b>SUBMITTED BY</b>	<b>DEPARTMENT</b>	<b>DATE DECISION MADE</b>
	<b>WHAT IS CHANGING?</b> (PROVIDE A DETAILED DESCRIPTION OF THE CHANGE INCLUDING THE CURRENT SITUATION AND THE CHANGE)			
	<b>WHO WAS INVOLVED IN DECISION?</b>			
	<b>WHY WAS THE CHANGE NEEDED?</b> (SUCH AS DATA DRIVEN DECISION, ACCREDITATION, REALIGNMENT, ETC.)			
	<b>WHERE DOES CHANGE NEED TO BE MADE AND WHO IS RESPONSIBLE FOR CHANGE</b> (PLEASE ENTER AN X IN ALL THAT APPLY)			
		Catalogue (Registrar's Office & Department)		Faculty Handbook (Department Notify Human Resources)
	Syllabus (Department)		Goodwin Policies (Department Notify OIE)	
	Website (Department Notify Communications)		One Sheets (Department Notify Communications)	
	Ellucian (Registrar's Office)		Canvas (Department Notify Online Studies)	
	Student Handbook (Department Notify Student Services)		Business Office	
	Other:			