CSN Policy	**Annual Revision of CSN Catalog Policy**
Policy Category: General	**Effective Date: 12/13/10**

MOST RECENT CHANGES

Version 2:
1. Reorganized policy according to the accepted format
2. Revised procedure timetable for digital catalog production only

I.   POLICY PURPOSE

To ensure timely and properly authorized changes for the annual revision of the catalog.

II.   POLICY STATEMENT

A. Changes to the catalog will be documented and submitted to the Catalog Editor in accordance with published instructions. The Catalog Editor is to certify the correctness of the catalog. Documentation to support all changes to the catalog will be maintained in the office of the Catalog Editor for reasonable periods in accordance with guidelines established.
B. Curriculum Changes will be processed in accordance with CSN's policy on Curriculum. Academic Policy Changes will generally follow the same procedures for approval through appropriate committees and the Faculty Senate.
C. Editorial Changes may be recommended by any employee directly to the Catalog Editor. The editor will insure appropriate coordination and determine if additional approvals are necessary. Editorial changes include minor word changes in course descriptions that do not change course content, title, lecture, lab or credit hours, prerequisites, co-requisites or semesters offered. Editorial changes will be used to clarify, simplify or improve the description for the benefit of the students. Narrative sections in any portion of the catalog may be improved within the limitation of approved policy. Statements quoted directly from approved policies will be changed by amendment of the original policy - not by editorial change. Additional statements may be added to help interpretation and improve catalog readability.

III.   PROCEDURE

A. The Catalog Editor, under the general direction of the Vice President of Academic Affairs, is responsible for the annual revision of the catalog and will accept approved change requests, maintain documentation supporting changes and initiate or approve all editorial changes.
B. Following internal approvals and action of Faculty Senate committees, the Vice President for Academic Affairs will process all administrative and curricular policy changes and insure institutional and, when required, Board approval before forwarding to the Catalog Editor for inclusion in the next catalog revision.
C. Department chairs and administrative unit heads will be responsible for initiating changes to the catalog through appropriate committees and will be responsible for proofing catalog copy when proofs are provided by the Editor.
D. A Catalog Committee, comprised of the Registrar; Director of Counseling; Faculty Senate Chair or designee; Faculty Senate Chair of the Curriculum Committee; and Catalog Editor is responsible for making recommendations on format changes, style and layout, language and other changes that affect the appearance, readability, continuity, consistency and presentation of the catalog.
E. Timetable and change submission deadlines to insure April delivery of revised catalog.

1. Curricula changes that require action by the Board of Regents should be internally approved before September 30, and will be sent for approval to the Academic Affairs Council's October meeting.
2. Academic policy changes that require action by the Board of Regents must be sent to the Vice President for Academic Affairs by October to insure inclusion on Board agenda at its December meeting.
3. Curricular and academic policy changes will be sent to the Catalog Editor after the December Regents meeting.
4. Requests for editorial changes must be received by the Catalog Editor by the last official day of the fall semester prior to the Winter Break.
5. Catalog copy will be mailed or delivered to the printer during February.
6. Final "Blueline" proofs will be approved only by the Catalog Editor. Changes at this stage are very expensive and will be made only for essential, high priority changes.

IV.   AUTHORITY AND CROSS REFERENCE LINKS

N/A

V.   DISCLAIMER (Include in All Policies)

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer (general.counsel@csn.edu, 702.651.7488) and/or the Recommending Authority.

VI.   SIGNATURES

Recommended by (add additional signature lines as appropriate):

__/s/ William R. Kerney_____   ___**4/18/11**_____
Signature   Date

__**Faculty Senate Chair**_____
Recommending Authority Title

Reviewed for Legal Sufficiency:

__/s/ Richard L. Hinckley_____   ____**4/25/11**_____
General Counsel   Date

Approved by:

__/s/ Michael D. Richards_____   ____**4/27/11**_____
CSN President   Date

VII.   ATTACHMENTS

    A. History
    B. Glossary

"Attachment A"

A. History
1. Version 2:
   a. 04/27/11 Approved by CSN President Mike Richards
   b. 04/25/11 Reviewed by General Counsel
   c. 04/14/11 Recommended by Senate Executive Committee (B. Kerney)
   d. 12/13/10 Revision submitted by Policy Review Committee (F. Jackson)
      i. Reorganized policy according to the accepted format
      ii. Revised procedure timetable for digital catalog production only

2. Version 1:
   a. 1/17/08 Approved by CSN President Mike Richards
   b. 1/10/08 Recommended by CSN Faculty Senate Chair Judith Stewart

"Attachment B"

    B. Glossary

Catalog changes will generally fall within the following definitions.

1. Curricular and Academic Policy Changes are those which change student programs, courses and/or policies that affect the academic offerings.
2. Administrative Policy Changes are those which affect students in other than academic and curricular matters.
3. Editorial Changes are those which do not change policy, but are designed to improve the usability of the catalog, to clarify language and to improve the technical aspects of catalog production.