

G. Publication Dates.

To permit timely publication of course changes in class schedules, the EPC recommends submission of proposals by the following dates:

November 1- Inclusion in the class schedules for the following summer session and fall semesters.

April 1- Inclusion in the class schedules for the following January term and spring semesters.

Catalog Publish Date Deadline April 1: Inclusion in the next academic year catalog.

H. Catalogs and Class Schedules.

All catalogs and class schedules shall include only those courses that have been formally approved by the EPC. Course numbers, titles, descriptions, credit hours, and status (e.g., "experimental") shall be shown only in their EPC-approved form. (Course titles may be appropriately abbreviated, where necessary.)

Only the EPC shall authorize material changes in the university's curricula and course offerings.

Courses which have not been taught (even though they may have been offered) during the previous **five**-year period shall be automatically deleted from the list of EPC-approved courses and, therefore, from all catalogs and class schedules. Requests for exceptions shall be submitted to the EPC.

Experimental courses (**GUR or non GUR**) shall be deleted from the list of EPC-approved courses (and, therefore, class schedules) at the end of the semester or summer term for which faculty approval was granted, unless the controlling department chair or dean indicates **by letter to the Registrar** an intention to offer the course a second time. All experimental courses **must** be deleted from the list of EPC-approved courses (and, therefore, from all class schedules) after they have been offered two times. Experimental courses not listed in the university catalog.

[Page 82 of the Faculty Handbook, 6th ed., February 2003, revised by the Education Policies Committee on October 13, 2006 and May 9, 2009 Faculty Assembly, replacing page 82.]