

MEMORANDUM

TO: Fort Wayne Senate

FROM: Kathy Pollock, Chair
Executive Committee

DATE: August 29, 2017

SUBJ: Revised Bulletin Deadlines; For Information Only

WHEREAS, The current deadlines for submission and approval of changes to the Bulletin pose problems for current students registering for courses, for incoming students selecting majors and registering for classes, and for compliance with federal financial aid regulations; and

WHEREAS, The Registrar has proposed revised deadlines for submission and approval of changes to the Bulletin that address these issues, and those revisions have been approved by the Academic Officers Council (AOC); and

WHEREAS, The Senate does not need to approve the revised deadlines, but the work of the Senate and its committees and subcommittees (especially the Curriculum Review Subcommittee and the Graduate Subcommittee) will be impacted by these changes;

BE IT RESOLVED, That the Senate has been notified of the revised deadlines, which are detailed in the report on the following page.

Approved
Steven Carr
Andrew Downs
Jeffrey Malanson
Kathy Pollock
Abe Schwab
Linda Wright-Bower
Nashwan Younis

Opposed

Abstention

Absent

Non-Voting

Catalog Deadline Changes – July 10, 2017

Current Catalog Deadlines

- Open for Departmental Updates on November 15th
- Close for Departmental Updates on March 31st
- Changes Reviewed by Carol Sternberger from April 1st through April 30th
- Begin Fall Priority Registration Last Week of March
- Begin myBLUEprint Scribing (*degree audit programming*) in April
- Publish May 2nd
- First Advising and Registration Day May 24th

Note: Curriculum scribing completed as of June 13, 2017 for the 2017-2018 catalogs:

- 90% of undergraduate and graduate majors
- 75% of minors
- 20% of program of study template plans

Issues with the Current Catalog Deadlines

- Students are being advised and are registering for courses in March and April prior to the fall term without the correct curriculum being built in myBLUEprint. This is a huge issue for transfer students, re-entries and re-admits.
- Federal Compliance issue for Financial Aid Course Program of Study and funding disbursement. Students need to know at the time of registration that courses will be paid for with Financial Aid.
- Advising and Registration Days begin as early as the last week of May currently; and scribing in myBLUEprint of degree changes is not completed.

New Catalog Deadlines

- Open for Departmental Updates on September 1st
- Close for Departmental Updates on December 1st
- Departmental Approval and Changes completed December 31st
- Changes Reviewed by Carol Sternberger from January 1st through January 31st
- Begin myBLUEprint scribing in January
- Publish February 1st
- Complete scribing March 15th (before Fall Registration Begins)

Note: Curriculum Committees, AOC, EPC, and Faculty Senate will need to finalize any changes to curricula by December of the preceding year for the changes to go into effect in the next academic year.

The 2018-2019 Academic year Catalogs must be completed by October 2017, because of the realignment and complete re-scribing of all programs due to course renumbering.

The 2019-2020 Academic year (and beyond) catalog curriculum and general education requirement changes must be completed by December 31st, 2018.

Additional Notes:

Universities across the nation are changing their catalogs as suggested above to accommodate federal regulations, and to make degree audit an essential part of their advising and registration processes.