Supplements System Regulation 61.01.01

1 Whenever a change in policy occurs in any academic department, college or unit, such change must be communicated in writing to the Office of the Provost, the Division of Enrollment Management and the Office of University Publications within 10 business days. These offices will determine whether the indicated change is represented in official university publications for which they are responsible and determine a course of action for updating information in all pertinent publications. Changes include, but are not limited to, admission standards, application procedures, fee or tuition changes and curriculum changes.

2 Possible courses of action include updating information on the web page and forwarding changes to unit webmasters, printing inserts for publications already in circulation or reprinting publications as necessary. Some publications are printed at specific times during the academic year and are used for recruitment purposes, and policy changes made after printing is complete can cause additional costs and production time if reprints are deemed necessary to ensure accuracy. Because the production of publications is time consuming and expensive, the offices listed above should be informed of potential changes as soon as discussions begin.