



ASUN Operating Procedure – 1002

Operating Procedure Synopsis

Title: Updates to Student Handbook and Course Catalog

Approval Date/Revision Date(s): 3/2018, 4/2021

Reviewed Date(s): 4/2019, 4/2020, 4/2022

Executive Cabinet Liaison: Chancellor

Responsible Manager: Assistant to the Chancellor

A. Purpose and Scope

This procedure outlines the process for updating the Student Handbook and Course Catalog. Individuals involved in fulfilling the requirements of this operating procedure include the Chancellor, the Vice Chancellor of Student Affairs (VCSA), the Vice Chancellor of Academic Affairs (VCAA), the Assistant to the VCAA, the Director of IT, the Workforce Training Coordinator, the Director of Financial Services, the Director of Bookstore Operations, and the Assistant to the Chancellor.

B. Definitions

N/A

C. Procedures

1. The VCSA and the VCAA will conduct an annual review of the Student Handbook and Course Catalog, respectively.
2. The Assistant to the VCAA will contact other departments who are responsible for annual review/updates of the Course Catalog (i.e. IT, Workforce Training, Business Office and Bookstore). Those departments should send their proposed revisions or notification that no revisions are required to the Assistant to the VCAA by April 15.
3. The VCSA and the VCAA will submit proposed changes to the Executive Cabinet by May 1;
 - a. If there are no substantive changes, the respective Vice Chancellor will send an email to the Executive Cabinet stating that no substantive changes have been made and attach a copy of the updated document. Non-substantive changes will not be presented to the Board of Trustees;
 - b. If there are substantive changes, the respective Vice Chancellor must provide a complete report to the Executive Cabinet outlining both the current version and the proposed revisions;
4. The Executive Cabinet will vote to approve/deny any proposed substantive revisions. If the Executive Cabinet votes to approve the substantive revisions, the proposed revisions will be submitted to the ASU System Office of the General Counsel by May 1;

*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

5. If the proposed changes are approved by the ASU System Office of the General Counsel, the changes will be provided to the Executive Assistant to the Chancellor by May 15 for inclusion in the Board of Trustees materials;
6. All approved revisions will be made and the updated Handbook/Catalog posted to the website and portal by July 1; and
7. Any necessary late changes to the Course Catalog will be completed by August 1.
8. Program changes may occur throughout the year, necessitating a mid-year update of the Course Catalog. The VCAA may make such updates without Executive Cabinet approval if the changes are non-substantive.

D. Related Information
