
Office of the Registrar Course Catalog Policy

Policy Sections:

- I. [Overview](#)
- II. [Applicability](#)
- III. [Policy Details](#)

Overview

The **Course Catalog** is an organized, detailed, and descriptive list of all courses offered at Emory University. The Course Catalog is a comprehensive volume of all courses, both active and inactive; the active courses listed on the catalog are not necessarily offered in any given term. The process of updating the course catalog is coordinated between each school and the Office of the Registrar. This document presents Emory University's schools with procedures required for a correct and complete submission of their course catalog additions or changes.

Applicability

This policy applies to all schools at Emory University.

Policy Details

- A. Approvals:** The update of the Course Catalog is based on the approval of each school's Curriculum Committee, or any legal body within that school who is entitled to make decisions regarding their school's curriculum.
- B. Deadlines:** Course Catalog additions or changes must be submitted to the Office of the Registrar at least one semester in advance, no later than 15 days before the Course Offering is due for the upcoming semester. This will ensure the complete and accurate update of the Course Catalog before the classes are entered for the following semester.
- C. Submission:** every addition or change to the Course Catalog must be submitted to the Office of the Registrar on the "**REQUEST TO ADD/CHANGE/INACTIVATE a COURSE**" form. The form must be completed entirely and correctly, and submitted electronically.

The "REQUEST TO ADD/CHANGE/INACTIVATE a COURSE" form can be found under the "Forms" section at: www.registrar.emory.edu > Faculty/Staff > Curriculum Management.

Failure to adhere to this policy may cause delays in the course offering entry and a chance of incorrect entry.