

## CATALOG & WEB CHANGE FORM

**PURPOSE:** This form is to be used when a change needs to be made in the current catalog including approved Curriculum Committee processes. This form can be used throughout the year.

Please describe in detail the change you desire. If the change is complicated, make a copy of the page from the current catalog and write in the information to make the change understandable.

\_\_\_\_\_  
Initiator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Paragraph heading from current catalog

\_\_\_\_\_  
Page number or Web link/location

DESCRIBE IN DETAIL THE CHANGE YOU DESIRE: (Attach Pages as Necessary)

### APPROVALS:

Immediate Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Curriculum Committee Representative (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Appropriate Vice President \_\_\_\_\_ Date \_\_\_\_\_

**Vice President:** Please send the original form to Linda Nicol, the catalog change coordinator. You may wish to make a copy of this form to retain in your office.

A summary of catalog changes will be e-mailed to all college employees once per semester by the coordinator. The catalog will be updated on the college's web site once per semester.

Catalog Change Coordinator: Please send a hard copy of this form when process is completed to the following:

Steve Williams	Mark Hupp	Karen Reed
Mark Monnes	Gina Kamwithi	