Proposal for a New Course

NOTE: (1) All gray text boxes must be completed (even if you just put N/A into them), otherwise the committee must consider the form incomplete.
NOTE: (2) If the new course is to be accepted as fulfilling General Education requirements, a separate approval must be done through the General Education Committee.

Contact person James Newhard  Email address newhardj@cofc.edu Phone 953-5485

1. Department: Classics

2. Course number and title: CLAS 203: Special Topics
   Number of Credits: 3  Total hrs/week: 3
   Lecture: ☑  Lab: ☐  Recitation: ☐  Seminar: ☐
   For Independent study courses:
   Research: ☐  Field experience: ☐
   Clinical Practice: ☐  Internship: ☐
   Practicum: ☐  Independent Course Work: ☐

3. Semester and year when course will first be offered:
   Fall 2011

4. Catalog Description (please limit to 50 words):
   An examination of selected themes or issues in ancient Greek or Roman civilization. May be repeated for credit if the subject matter varies.

5. CIP Code: 30.2202 (This code must be determined for new courses. The codes can be found at http://nces.ed.gov/ipeds/cipcode/. If you are not sure what code to use, please consult with the Institutional Research).

6. Check if appropriate: ☐
   This course will be cross listed with: n/a
   Rationale for cross listing: n/a
   Please attach letters of support from the chairs of each department indicating that the department has discussed the proposal and supports it.

7. a) Could another department or program also be a logical originator of this course (i.e. History of American Education could originate in both the Teacher Education and the History departments)? If yes, what department/program? Please contact the department chair/program director and request a note or email that they are aware of the proposed new course and include that note with the proposal.
   n/a

   b) Please explain overlap with any existing courses.
Proposal for a New Course

CLAS 290 is the long-standing 'special topics' at the 200-level. This course has never been included in the degree requirements, however. This course number will be used to designate courses that are deemed worthy counting for a major or minor degree. CLAS 290 will remain as a special topics course, but only used in instances when the Department of Classics deems the course subject to be inappropriate for inclusion into a major or minor degree in classics or AB degree.

8. Prerequisites (or other restrictions):
   none

9. Rationale/justification for course (consider the following issues):
   a) What are the goals and objectives of the course?
      The course will emphasize an over-arching understanding of the topic or chronological period chosen as a focus for the course. An analytical essay will be required using primary and/or secondary sources.

   b) How does the course support the mission statement of the department and the organizing principles of the major?
      The course allows for the exploration of topics or themes in classics that do not fall neatly under other courses. As such the course will provide flexibility to the curriculum, allowing it to respond to changes in the discipline as they arise. Classics (and this department) is a field which prides itself in responding to new areas of inquiry and analysis. This course provides the curriculum with that ability to respond.

10. a) For courses in the major, how does the course enhance the beginning, middle, or end of the major?
    As a 200-level course, CLAS 203 supports the middle component of the major by providing over-arching understanding of a particular topic or chronological period, while developing research skills in the discipline.

    b) For courses used by non-majors, how does the course support the liberal arts tradition including linkages with other disciplines:
    As a special topics course, CLAS 203 allows for the exploration of topics that while within the domain of Classics, can have direct implications upon other disciplines such as archaeology, anthropology, comparative literature, history, and others.

11. Method of teaching:
    lecture, readings, class discussion

12. a) Address potential enrollment pattern shifts in the department or college-wide related to the offering of this course:
    none
Proposal for a New Course

b) Address potential shifts in staffing of the department as it relates to the offering of this course:
   none

c) Frequency of offering:
   each fall:  
   each spring:  
   every two years:  
   every three years:  
   other ☐ (Explain):  
   the course will be inserted into the Department's regular rotation of course offerings, as deemed relevant by the Departmental faculty.

13. Requirements for additional resources made necessary by this course:

   a) Staff:
      none

   b) Budget:
      none

   c) Library:
      none

14. Is this course to be added to the Degree Requirements of a Major, Minor, Concentration or List of Approved Electives?

   a) ☒ yes  ☐ no

   b) If yes, complete the Change Degree Requirements form(s) and list the name(s) of the major, minor, concentration and/or list of approved electives here:
      AB, Classics
      BA, Classics
      Classics Minor
      AB degree, all majors

15. Paste syllabus, reading lists, or any additional documentation that can help the committee evaluate this proposal (a syllabus is mandatory).

See attached syllabus and Departmental Curriculum Rubric
Classical Civilization 203
Aegean Prehistory

Course#: CLAS 203
Meeting Time: T TH 12:15 – 1:30
Place: Randolph Hall 301

Instructor: Dr. James Newhard
Office: Randolph 308b
E-mail: newhardj@cofc.edu
Office Phone: 843-953-5485
Office Hours: M 1:00 – 3:00; T 9:00 – 11:00
and by appointment

Course Goals:
This course will introduce you to the cultures and civilizations of the Aegean Basin from the Palaeolithic through Late Bronze Age (approx. 25,000 – 1,200 BC), with a particular focus placed upon the Bronze Age phases (c. 3,200 – 1,200 BC). In addition to the physical remains of these civilizations, you will also learn in an intensive fashion critical thinking and research skills through daily participation in class discussion and a research paper.

Required Text:

On “Reserve”
In Addlestone:
• J.L. Davis (ed.) (1998), Sandy Pylos: An Archaeological History from Nestor to Navarino. University of Texas: Austin.
• C. Renfrew (1972), The Emergence of Civilisation: The Cyclades and the Aegean in the Third Millennium B.C. Methuen: London.
• D. Tandy (ed.) (2001), Prehistory and History: Ethnicity, Class and Political Economy. Black Rose Books: New York. (on schedule as “Prehistory and History”)
• Other books as needed

On WebCT
• Other articles as needed

Online:
• C. Pulak and G.F. Bass, “Bronze Age Shipwreck Excavation at Uluburun”
  http://ina.tamu.edu/ub_main.htm (on schedule as “Ulu Burun”)
• J. Rutter, “The Prehistoric Archaeology of the Aegean,”
  http://projectsx.dartmouth.edu/history/bronze_age/ (on course schedule as “Rutter”)
WebCT:
- This course will be managed through WebCT. The course page is accessed through the main College webpage (www.cofc.edu) or directly at http://webct.cofc.edu. You will find a copy of this syllabus, any updates or large-scale changes to the course format, reading materials, and other elements of the course.

Course Requirements

Attendance: Class attendance is essential as the lectures will present material not covered in the readings. If you are absent, you are nonetheless responsible for the material covered on that day. Daily attendance will be taken will form part of your final grade. Much of what we will learn will come out of lecture and discussion in class. Being present in class is an important step.

Participation: I expect for you to come to class having read the assignment, having processed that information, and having questions – either in terms of concepts that don’t appear clear (and there will be PLENTY of those) or in terms of ideas or possible insights. I expect and encourage you to express them in class, and your participation will form a component of your final grade. If there are no questions/comments, I will put you on the spot.

Exams: There will be two one-hour exams and a comprehensive final. These exams will most likely take the form of slide identifications, multiple choice, and questions focused upon synthesizing information from readings and lectures. Make-up or advance exams will be considered only for students who obtain an official excuse from the Dean of Undergraduate Studies. A missed test counts as a zero.

Research Paper: Each of you will be asked to prepare a paper addressing a particular issue in Aegean Prehistory. A list of possible topics will be distributed within the first weeks of class. While I hate to give page lengths, I expect a paper of quality to be between 10 and 20 pages, excluding bibliography, footnotes, and supporting images. Professional standards of documentation and style will be enforced:
- quality work will not rely upon internet resources such as Wikipedia or Encyclopedias
- will rely upon sources such as peer-reviewed journals
- you will fully cite all ideas not your own
- 10- to 12-point Times New Roman, double-spaced, 1-inch margins – and yes, I can tell

The paper will adhere to the Harvard system of parenthetical notation, as adapted by INSTAP Academic Press (http://www.instapress.com/gindex.html). Papers not using this format will not be accepted.

An outline and preliminary bibliography is due on March 12, and will constitute 10% of your overall grade. The final paper is due within 15 minutes with the start of class on April 21, with ½ a letter grade demerit for those turned between that time and 5:00pm of that day. Thereafter, late papers will be docked 1 full letter grade for every 24-hour period past the due date.

You will need to do extensive bibliographic research for this paper. Expect to use interlibrary loan and PASCAL. Common bibliographic search engines for Aegean Prehistory include:


Numerous journals are found in the library and via JStor, Elsevier, and Academic Search Premier

Evaluation:

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<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Exam I</td>
<td>20%</td>
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<tr>
<td>Exam II</td>
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<tr>
<td>Outline/Bib</td>
<td>10%</td>
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<tr>
<td>Paper</td>
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<td>Attendance</td>
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<td>Participation</td>
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**Grading System:**
You will receive a letter grade based on the following grading system:

- A  93% - 100%
- A-  90% - 92%
- B+  87% - 89%
- B  83% - 86%
- B-  80% - 82%
- C+  77% - 79%
- C  73% - 76%
- C-  70% - 72%
- D+  67% - 69%
- D  63% - 66%
- D-  60% - 62%
- F  below 60%
- WA  excessive absences.  (quality points equivalent to “F.”)

**Statement on Academic Ethics:**
I regard plagiarism and other forms of cheating as the antithesis of scholarship, learning, collegiality, and responsible citizenship. This course is covered by the Honor Code for the College of Charleston, and any alleged infractions will be vigorously pursued. *Neither ignorance of the definitions of plagiarizing or cheating nor the lack of intention to deceive constitutes an acceptable defense in matters of scholarly dishonesty.*

**Department of Classics Policy on Honor Code Violations**
The College of Charleston’s policy regarding Honor Code violations states the following:

> The Honor Code specifically forbids lying, cheating, attempted cheating, stealing, attempted stealing and plagiarism. Students at the College are bound by honor and by their acceptance of admission to the College to abide by the Code and to report violations.

All faculty members at the College are required to abide by the College’s Honor Code and to report any suspected violations to the Office of Student Affairs.

A student who is found by the Honor Board to be in violation of the Honor Code in connection with any requirement for a course in the Classics Program will receive a final grade of “XF” for the course. This action will be taken in addition to any other sanction that may be imposed by the College’s Honor Board.

**Classroom Decorum**
Maintaining a professional classroom environment is essential to your success in the course. I therefore expect the following to be followed as a matter of politeness and courtesy to myself and your fellow students:

- I expect you to be prompt for class having prepared the assigned lesson for the day.
- I expect all cellular phones, pagers, or other personal electronic devices to be in a hibernating stage or turned off for the duration of the class.
- If you need to leave the room during class for an emergency, please let me know before leaving.
- If a fellow student has a question or comment, it is common courtesy and a matter of respect to sit patiently and quietly. Paying attention may answer one of your own questions, or spark a follow-up question in your own mind. This is one of the basic elements and benefits of meeting as a class. Visiting with your neighbor, asking questions of fellow students, etc. is not only a
distraction, but is insensitive and rude to your fellow classmates and myself. DON’T DO IT.

Availability
If you have any questions or concerns - now or during the session - feel free see me after class, during my office hours, or call/email for an appointment (email works best - I check several times a day). If you fall behind or need clarification in some matter, it is your responsibility to seek me out to discuss it. The sooner you come to me, the sooner we can resolve any concerns.

Note: The material presented to this class, including handouts and notes taken from lectures, is the intellectual property of the instructor, James Newhard. These materials may not be published or used in electronic media without the express permission of the instructor, and violations will be prosecuted. In other words, you can take notes for your own use, or lend them to a friend who has missed a class. You may not sell them or publish them on the web.

All aspects of this syllabus are subject to change at the instructor's discretion. All changes/amendments will be announced in class.

Lecture Schedule

Week 1:
_Tues, Jan 13:_ Intro to Aegean Prehistory

_Thurs, Jan 15:_ Research Methods; The nature of Aegean Prehistory  
Read: ABA, Chapter 1

_Friday, Jan 16:_ LAST DAY TO DROP/ADD

Week 2:
_Tues, Jan 20:_ Early Prehistory  
Read: RAP IV (on WebCT)  
Rutter, Lesson 1

_Thurs, Jan 22:_ Neolithic Greece  
Read: Rutter, Lesson 2

Week 3:
_Tues, Jan 27:_ The Cycladic Islands  
Read: ABA chapter 3

_Thurs, Jan 29:_ Renfrew’s “Emergence of Civilisation”  
Read: Renfrew 1972, Chapter 2.

Week 4:
_Tues, Feb 3:_ Early Bronze Mainland  
Read: ABA chapter 2

_Thurs, Feb 5:_ Lerna  
Read: ABA chapter 2
Week 5:

*Tues, Feb 10:* Review for Exam I

*Thurs, Feb 12:* Exam I

Week 6:

*Tues, Feb 17:* Pre-palatial Crete  
Read: ABA chapter 4

*Thurs, Feb 19:* Protopalatial Crete  
Read: ABA chapter 5

Week 7:  
*Mon, Feb 23:* LAST DAY TO WITHDRAW WITH A GRADE OF "W"

*Tues, Feb 24:* Protopalatial Crete  
Read: ABA chapter 5

*Thurs, Feb 26:* Neopalatial Crete I  
Read: ABA chapter 6

Week 8:  
*Tues:* SPRING BREAK  
*Thurs:* SPRING BREAK

Week 9:  
*Tues, March 10:* Neopalatial Crete II  
Read: ABA chapter 7

*Thurs, March 12:* Minoan Thalassocracy revisted  
Read: ABA chapter 8

Week 10:  
*Tues, March 17:* Minoan Trade  
Read: ABA chapter 9

*Thurs, March 19:* Early Mycenaean Greece  
Read: ABA chapter 10

Week 11:  
*Tues, March 24:* Mycenaean stuff  
Read: ABA chapter 11

*Thurs, March 26:* Review for Exam II

Week 12:  
*Tues, March 31:* Exam II

*Thurs, April 2:* Mycenaean state structure and administration I
Read: ABA chapter 1

Week 13:
Tues, April 7: Mycenaean state structure and administration II
   Read: ABA chapter 12

Thurs, April 9: Mycenaean death and religion
   Read: ABA chapter 13

Week 14:
Tues, April 14: Long-distance exchange
   Read: ABA chapter 14
   Ulu Burun

Thurs, April 16: Collapse of the System
   Read: ABA chapter 15

Week 15:
Tues, April 21: Post Bronze Age Greece – Twilight before the “Dark Age”
   Read: Rutter, Lesson 29
   Prehistory and History, chapter 2

Thurs, April 23: Review for Final

Final Exam: Tuesday, May 5, 12:00 – 3:00pm
# CLASSICS COURSES

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<thead>
<tr>
<th>LEVEL</th>
<th>DESCRIPTION</th>
<th>Goals and skills</th>
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<tbody>
<tr>
<td>100</td>
<td>Introductory Surveys</td>
<td>Acquire over-arching understanding&lt;br&gt;Develop knowledge of terminology and key concepts</td>
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<tr>
<td>200</td>
<td>Intermediate-level courses&lt;br&gt;Cover a chronological period, topic, or genre</td>
<td>Acquire over-arching understanding of the topic or chronological period&lt;br&gt;Write analytical essay using primary and/or secondary sources&lt;br&gt;Discuss approaches to the topic</td>
</tr>
<tr>
<td>300</td>
<td>Advanced courses&lt;br&gt;Cover specialized topics in depth</td>
<td>Acquire in-depth knowledge of a focused topic or time period&lt;br&gt;Use primary and secondary sources in discussions and writing&lt;br&gt;Write analytical essay or research paper using primary and secondary sources&lt;br&gt;Develop knowledge of multiple approaches</td>
</tr>
<tr>
<td>400</td>
<td>Senior research seminar&lt;br&gt;Bachelor’s Essay</td>
<td>Refine knowledge of a focused topic&lt;br&gt;Evaluate primary and secondary sources in discussions and writing&lt;br&gt;Develop interpretation&lt;br&gt;Communicate and defend interpretation&lt;br&gt;Design and complete analytical research paper using multiple primary and secondary sources</td>
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*Adopted by the Classics Program faculty 4/5/2006*
Proposal for a New Course

16. Signature of Department Chair or Program Director:

______________________________________________________________

Date: ________________________

17. Signature of Dean of School:

______________________________________________________________

Date: ________________________

18. Signature of Provost:

______________________________________________________________

Date: ________________________

19. Signature of Curriculum Committee Chair

______________________________________________________________

Date: ________________________

20. Signature of Faculty Senate Secretary:

______________________________________________________________

Date Approved by Senate: ________________________

Completed form should be sent by the Faculty Senate Secretary to the Registrar. After implementation, information concerning the passed course and program changes will be provided by the Registrar to all faculty and staff on campus.
Proposal to Change Degree Requirements for a Minor/Concentration/Track

NOTE: All gray text boxes must be completed (even if you just put N/A into them), otherwise the committee must consider the form incomplete.

Contact person James Newhard  Email address newhardj@cofc.edu Phone 953-5485

1. Department(s) or School(s): Classics

2. Name of the minor/concentration/track: Classics

3. Semester and year in which degree change(s) will go into effect: Fall 2011

4. Change(s) Desired (Note: if the change includes deleting courses from the inventory, a Delete Course form must also be completed for each course, the Curriculum Committee does not assume the responsibility to delete the course):
   1) Add CLAS 105 and CLAS 203 to the list of approved courses for the minor in Classics
   2) Amend the following guidelines:
      An additional 12 hours, in any combination, from the list of approved Classics courses.
      To:
      An additional 12 hours, with no more than 6 hours at the 100-level, from the list of approved Classics courses.

5. Justification for Change(s):
   1) Both courses provide broad content to the understanding of classical civilizations.
   2) Amending the guidelines ensures that students are taking elective coursework in intermediate and advanced areas of the minor. Without this provision, students could satisfy this component of the minor entirely with 100-level coursework.

6. Does the change include deleting or adding courses from other departments? If yes, what department/program? Please contact the department chair/program director and request a note or email that they are aware of the proposed change and include that note with the proposal. n/a.
Proposal to Change Degree Requirements For the Major

NOTE: All gray text boxes must be completed (even if you just put N/A into them), otherwise the committee must consider the form incomplete.

Contact person James Newhard  Email address newhardj@cofc.edu Phone 953-5485

1. Department: Classics

2. Degree: BA, Classics

3. Semester and year in which degree change(s) will go into effect: Fall 2011

4. Change(s) Desired (Note: if the change includes deleting courses from the inventory, a Delete Course form must also be completed for each course, the Curriculum Committee does not assume the responsibility to delete the course):

   1) Add CLAS 203 to the list of elective course options for the major
      Add CLAS 105 to the list of elective course options for the major

   2) Amend the following guidelines:
      An additional 15 hours, in any combination, from the list of approved Classics courses. If the student has completed the equivalent of 202 in Greek or Latin, the credits earned in the other Classical language at the elementary and intermediate level (100-level and 200-level courses) will count toward the BA in Classics.

      To:
      An additional 15 hours, with no more than 6 hours at the 100-level, from the list of approved Classics courses. If the student has completed the equivalent of 202 in Greek or Latin, the credits earned in the other Classical language at the elementary and intermediate level (100-level and 200-level courses) will count toward the BA in Classics.

5. Justification for Change(s):

   1) Both courses provide broad content to the understanding of classical civilizations.

   2) Amending the guidelines ensures that students are taking elective coursework in intermediate and advanced areas of the major or within a second ancient language. Without this provision, students could satisfy this component of the major entirely with 100-level coursework.

6. Does the change include deleting or adding courses from other departments? If yes, what department/program? Please contact the department chair/program director and request a note or email that they are aware of the proposed change and include that note with the proposal.

   n/a

This form was approved by FCC on 8/17/2010 and replaces all others.
Proposal to Change Degree Requirements For the Major

6. Signature of Department Chair (s) or Program Director(s):
   __________________________________________ Date: ________________
   __________________________________________ Date: ________________

7. Signature of Dean(s) of School:
   __________________________________________ Date: ________________
   __________________________________________ Date: ________________

8. Signature of Provost:
   __________________________________________ Date: ________________

9. Signature of Curriculum Committee Chair:
   __________________________________________ Date: ________________

10. Signature of Budget Committee Chair:
    __________________________________________ Date: ________________

11. Signature of Academic Planning Committee Chair:
    __________________________________________ Date: ________________

12. Signature of Faculty Senate Secretary:
    __________________________________________ Date approved by Senate: ________________

Completed form should be sent by the Faculty Senate Secretary to the Registrar. After implementation, information concerning the passed course and program changes will be provided by the Registrar to all faculty and staff on campus.
Proposal to Change Degree Requirements For the Major

NOTE: All gray text boxes must be completed (even if you just put N/A into them), otherwise the committee must consider the form incomplete.

Contact person James Newhard  Email address newhardj@cofc.edu Phone 953-5485

1. Department: Classics

2. Degree: AB, Classics

3. Semester and year in which degree change(s) will go into effect: Fall 2011

4. Change(s) Desired (Note: if the change includes deleting courses from the inventory, a Delete Course form must also be completed for each course, the Curriculum Committee does not assume the responsibility to delete the course):
   - Add CLAS 203 to the list of elective course options for the major
   - Add CLAS 105 to the list of elective course options for the major

5. Justification for Change(s):
   - Both courses provide broad content to the understanding of classical civilizations.

6. Does the change include deleting or adding courses from other departments? If yes, what department/program? Please contact the department chair/program director and request a note or email that they are aware of the proposed change and include that note with the proposal.
   - n/a
Proposal to Change Degree Requirements For the Major

6. Signature of Department Chair (s) or Program Director(s):
   _____________________________________________________________________ Date: ________________
   _____________________________________________________________________ Date: ________________

7. Signature of Dean(s) of School:
   _____________________________________________________________________ Date: ________________
   _____________________________________________________________________ Date: ________________

8. Signature of Provost:
   _____________________________________________________________________ Date: ________________

9. Signature of Curriculum Committee Chair:
   _____________________________________________________________________ Date: ________________

10. Signature of Budget Committee Chair:
    _____________________________________________________________________ Date: ________________

11. Signature of Academic Planning Committee Chair:
    _____________________________________________________________________ Date: ________________

12. Signature of Faculty Senate Secretary:
    _____________________________________________________________________ Date approved by Senate: ________________

Completed form should be sent by the Faculty Senate Secretary to the Registrar. After implementation, information concerning the passed course and program changes will be provided by the Registrar to all faculty and staff on campus.

This form was approved by FCC on 8/17/2010 and replaces all others.
Proposal to Change Degree Requirements For the Major

NOTE: All gray text boxes must be completed (even if you just put N/A into them), otherwise the committee must consider the form incomplete.

Contact person James Newhard  Email address newhardj@cofc.edu Phone 953-5485

1. Department: Classics

2. Degree: AB, All majors except Classics

3. Semester and year in which degree change(s) will go into effect: Fall 2011

4. Change(s) Desired (Note: if the change includes deleting courses from the inventory, a Delete Course form must also be completed for each course, the Curriculum Committee does not assume the responsibility to delete the course):
   Add CLAS 203 to the list of elective course options for the AB degree
   Add CLAS 105 to the list of elective course options for the AB degree

5. Justification for Change(s):
   Both courses provide broad content to the understanding of classical civilizations.

6. Does the change include deleting or adding courses from other departments? If yes, what department/program? Please contact the department chair/program director and request a note or email that they are aware of the proposed change and include that note with the proposal.
   n/a
Proposal to Change Degree Requirements For the Major

6. Signature of Department Chair (s) or Program Director(s):
   __________________________________________ Date: ________________
   __________________________________________ Date: ________________

7. Signature of Dean(s) of School:
   __________________________________________ Date: ________________
   __________________________________________ Date: ________________

8. Signature of Provost:
   __________________________________________ Date: ________________

9. Signature of Curriculum Committee Chair:
   __________________________________________ Date: ________________

10. Signature of Budget Committee Chair:
    __________________________________________ Date: ________________

11. Signature of Academic Planning Committee Chair:
    __________________________________________ Date: ________________

12. Signature of Faculty Senate Secretary:
    __________________________________________ Date approved by Senate: ________________

Completed form should be sent by the Faculty Senate Secretary to the Registrar. After implementation, information concerning the passed course and program changes will be provided by the Registrar to all faculty and staff on campus.

This form was approved by FCC on 8/17/2010 and replaces all others.
Proposal to Change Degree Requirements for a Minor/Concentration/Track

6. Signature of Department Chair or Program Director:
   ______________________________________________________________
   Date: ________________________

7. Signature of Dean of School:
   ______________________________________________________________
   Date: ________________________

8. Signature of Provost:
   ______________________________________________________________
   Date: ________________________

9. Signature of Curriculum Committee Chair:
   ______________________________________________________________
   Date: ________________________

10. Signature of Faculty Senate Secretary:
    ______________________________________________________________
    Date Approved by Senate: ________________________

Completed form should be sent by the Faculty Senate Secretary to the Registrar. After implementation, information concerning the passed course and program changes will be provided by the Registrar to all faculty and staff on campus.