Catalog Editing Process

The Office of the Provost is responsible for updating the university catalogs each year and for meeting the goal of publishing the new catalog or a one-year addendum by July 1st. Once published, the catalog for the year is considered complete and approved. After that time, minor edits can occur but any changes to policy or curriculum requirements become effective the following July.

Once a catalog is published, a copy is created for the purpose of capturing changes for the following year. As changes to curriculum or courses are approved by the Academic Standards and Curriculum Committee or the Graduate Council or new/revised academic policies are approved by the Board of Trustees, the Office of the Registrar updates information in Banner and the Office of the Provost updates the draft academic catalogs in Acalog.

In the late spring, the Office of the Provost notifies department chairs to review information in the catalog and send edits as needed. The edits are processed as they are received. After editing, the changes to the catalog are then returned to the departments for approval of content and layout. The Office of Legal Affairs webpage has a link to the universities approved policies. To avoid confusion, any policy update in the academic policies should also include a link to the approved policy on Legal Affairs webpage.

Timelines/Deadlines

Both academic departments and units who have policies in the catalogs are notified in the late spring each year to review their catalog information for the next year. Pages must be reviewed and edits submitted to the Office of the Provost by May 15 to be included in the July 1 release of a new catalog. Completed edits are returned to departments as they are completed but no later than June 1. Final approval of the edits made in the catalog by the Office of the Provost must be completed by June 15.

Who Edits What?

Academic department chairs and unit directors who have academic policies are responsible for reviewing and providing updates and edits to their catalog content each year. An announcement will be sent to the content owners to remind them to review the sections in the catalog relating to their departments, programs, courses and policies. This is the opportunity to proof the previous information and submit corrections if something appears wrong or appears to be missed.