Editorial Changes in the Undergraduate & Graduate Catalogs

Requests for editorial changes for both courses and programs need to come through the department chair/school director with their approval noted. A brief rationale/reason for change should accompany the request along with exact proposed new catalog copy.

Courses

Editorial Changes Generally Allowed:
- Removal of prerequisite(s) (there may be exceptions)
- Title revisions that do not change the focus of the course
- Course description revisions that do not change the focus of the course
- Removal or addition of “Major only,” Major/minor only.”
- Removal or addition of “Not for credit in major.”
- Removal or addition of “Consent of instructor” (or advisor or department chair or school director)
- Addition or change of General Education designator if approved at CGE
- Removal or addition of a recommended course

Course Changes Generally NOT Considered Editorial – Course Proposal Required:
- Change of hours (unless course is already listed as variable hours)
- Course number change
- Addition of prerequisite(s) (there are exceptions)
- Course description or title revision that seems to change course focus
- Addition or Removal of “Materials Charge Optional” without approval from Provost’s Office

Programs

Editorial Changes Allowed for Programs:
- Removal or addition of text or punctuation to make requirements clearer
- Changes when necessary to make consistent with rest of catalog (Examples: when WS changed to WGS or when Health Sciences changed CLS to MLS)
- Change in a concentration (if it doesn’t result in a change to the program requirements/hours)
- Removal or addition of a course or courses, within the same department/school or program, to specified program electives (there are exceptions)
- Removal of deleted courses from list of elective course options

Program Changes NOT Considered Editorial – Curriculum Proposal Required
- Removal or addition of a course(s) to program requirements
- Change of the hours required in the program
- Removal of deleted courses from course requirements if doing so would change the number of hours required
- Removal or addition of a course or courses, not within the same department/school or program, to specified program electives (there are exceptions)
- GPA and grade requirements for continuance in program (must be approved by EMAS or the Graduate School first)

Note: This list is not all inclusive. There may be exceptions for both allowed and non-allowed changes.

Approved by the University Curriculum Committee – April 7, 2010