

2019-2020 Catalog Annual Update Process

Below is an outline for making non-substantial edits in the 2019-2020 University Catalog. June 1st, 2019 is the publication date. Once published, very limited changes may be made before the next catalog revision cycle.

Deadline: April 30th, 2019

Review your pages using the outlines below and submit changes by **April 30th, 2019**, in preparation of fall registration (important deadline). If new students are viewing your pages, updates should be submitted earlier in the spring rather than wait until the April deadline.

Outline for Updating Undergraduate Catalog Academic/Administrative Departments and Programs:

Start with the list of links noted below and thoroughly review the following:

1. Review your department or program page faculty listings.
2. Review procedures and policies.
3. Review contact information.
4. This is the opportunity to update non-substantive changes to the catalog description. Changes approved by C&C through the year should be accurately reflected in policies, major and minor requirements, and course descriptions. However, this is the opportunity to proof all previous edits and submit corrections if something appears wrong or appears to be missed. If you find incorrect or missed approved information, please provide the specific minutes to expedite the correction.
5. Review University Faculty. If a list of University Faculty is needed, please email ugcatalog@ksu.edu. An excel file will be provided.

Links:

Undergraduate Catalog-College or Department or Unit: <http://catalog.k-state.edu/content.php?catoid=42&navoid=7515>

University Faculty and Professional Staff: <http://catalog.k-state.edu/content.php?catoid=42&navoid=7486>

Gateway Menu items: <http://catalog.k-state.edu/index.php?catoid=42>

Outline for Updating Graduate Catalog unit pages:

From the Colleges and Departments page in the Graduate Catalog, select your respective unit (<http://catalog.k-state.edu/content.php?catoid=43&navoid=7752>) and review the following:

1. Unit contact information
2. Department Head
3. Graduate Program Director
4. List of Graduate Faculty
 - a. Make note of any graduate faculty members who should be removed from the list. Provide the reason for their removal (e.g., resigned, retired, terminated, deceased) and the date of that action.

- b. Faculty may be added to the list only if approved for graduate faculty membership by the Graduate School dean or the Graduate Council.
5. Review program description information. Only non-substantial changes may be made. Changes to admission criteria, courses, and curriculum must be approved through the course and curriculum approval process.

How to Submit your Edits

When reviewing your section, you can click the Print-Friendly Page link at the top-right of the catalog webpage. The preferred method to submit your edits is:

Copy and Paste your catalog sections into a Word document and make your changes **using "Review" and "Track Changes" to show strike-outs and insertions** so we can visually see what changes have been made. We need to have highlights because it's impractical to have to compare two sections to find changes. Edits can be missed if we can't track the changes. For best copy and paste results, open your catalog in Chrome or Firefox (Safari for Mac users).

Submit Undergraduate Catalog Edits and Questions to:

ugcatalog@ksu.edu (Undergraduate Changes) – Shannon Castleberry

Submit Graduate Catalog Edits and Questions to:

gradinfo@ksu.edu (Graduate Changes) – Julie Eisenhut