

## 2021-2022 Catalog Annual Update Process

Below is an outline for making non-substantial edits in the 2021-2022 University Catalog. June 1st, 2021 is the publication date. Please refer to the Catalog Deadlines page for guidelines for approvals to ensure new programs or updates will be reflected in the Catalog and Degree Audit system: <https://www.k-state.edu/curriculog/deadlines/catalogdeadlines/index.html>.

### Deadline: April 30<sup>th</sup>, 2021

Review your pages using the outlines below and submit changes by **April 30<sup>th</sup>, 2021**, 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 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 Course and Curriculum process 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.

### Links:

**Undergraduate Catalog-College or Department or Unit:** <https://catalog.k-state.edu/content.php?catoid=47&navoid=8843>

**Gateway Menu items:** <https://catalog.k-state.edu/index.php?catoid=47>

### Outline for Updating *Graduate Catalog* unit pages:

From the Colleges and Departments page in the Graduate Catalog, select your respective unit (<https://catalog.k-state.edu/content.php?catoid=48&navoid=9075>) 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 or moved to another list (e.g., Associate to Member). 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:

Please ensure your version of Microsoft Word is up-to-date. Copy and Paste (Keep Source Formatting) your catalog sections into a Word .docx 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 is impractical to have to compare two sections to find changes. Edits can be missed if we cannot 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](mailto:ugcatalog@ksu.edu) (Undergraduate Changes) – Shannon Castleberry/Robert Bailey

**Submit Graduate Catalog Edits and Questions to:**

[gradinfo@ksu.edu](mailto:gradinfo@ksu.edu) (Graduate Changes) – Timon Smock