***Please NOTE: An "In-Progress" version of the 2022-2023 Undergraduate and Graduate Catalog will be visible online for approximately 8-weeks. It is important to know that this catalog may not be accurate and new or changed items such as courses or programs will not be fully reflected yet.***

**2022-2023 Catalog Annual Update Process**
Below is an outline for making NON-ACADEMIC (non-substantial) edits for the 2022-2023 University Catalog. The targeted publication date is set for **Monday**, **August 1st, 2022**. 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.

**Review/Submit Period: May 1st – June 24, 2022**
The "In-Progress" 2022-2023 Undergraduate and Graduate Catalogs will be public for reviewing the main College and Department pages which should include all NON-ACADEMIC content/pages. Review of any programs that are new or made any changes will not occur until June/July {at the time of notification that information has transitioned to the catalog}.

Once **Friday, June 24, 2022, at 5:00pm** has passed, the "In-Progress" catalogs will no longer be available. This will allow time for submitted changes to be updated by the **August 1st, 2022,** publication date.

**Deadline: June 24, 2022, 5:00pm CST**

**Targeted Publication Date: August 1, 2022**

**Outline for Updating the *Undergraduate or Graduate Catalog* Academic/Administrative Departments and Programs:**

Start with the list of links noted below and thoroughly review the following:
1. Review procedures and policies.
2. Review contact information.
3. This is the opportunity to update NON-ACADEMIC (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=54&navoid=10520
**Gateway Menu items: https://catalog.k-state.edu/content.php?catoid=54**

**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=55&navoid=10752) 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
- 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 <u>Undergraduate</u> Catalog Edits and Questions to:**
ugcatalog@ksu.edu (Undergraduate Changes) – Academic Technology Unit

**Submit <u>Graduate Catalog</u> Edits and Questions to:**
gradinfo@ksu.edu (Graduate Changes) – Timon Smock