Please NOTE: An "In-Progress" version of the 2025-2026 Undergraduate and Graduate Catalog will be visible online for approximately 6-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.

2025-2026 Catalog Annual Update Process
Below is an outline for making NON-ACADEMIC (non-substantial) edits for the 2025-2026 University Catalog. The targeted publication date is set for **Tuesday**, **July 1st, 2025**. 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: March 24th – June 1, 2025
The "In-Progress" 2025-2026 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 1st, 2025, 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 **July1st, 2025,** publication date.

Deadline: June 1st, 2025, 5:00pm CST

Targeted Publication Date: July 1st, 2025

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 your department faculty listings.
2. Review procedures and policies.
3. Review contact information.
4. 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 curriculum@ksu.edu.

Links:
Undergraduate Catalog-College or Department or Unit: https://catalog.k-state.edu/content.php?catoid=62&navoid=12684

Gateway Menu items: **https://catalog.k-state.edu/index.php?catoid=62**

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=63&navoid=12912) and review the following:
0. Unit contact information
1. Department Head
2. Graduate Program Director
3. 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. 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 curriculum@ksu.edu to expedite the correction.

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 strikeouts 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> and <u>Graduate</u> Catalog Edits and Questions to:
curriculum@ksu.edu – Academic Technology Unit and Graduate School Catalog Administrator.