

PREPARATION OF CATALOG COPY

All tasks that are part of the curricular process may be considered part of catalog development. Included are simple curricular matters resulting in catalog editorial changes, and complex matters, such as the development of a new degree program.

PROCEDURE FOR SUBMITTING CATALOG COPY

- a. Catalog copy for college and department descriptions, program requirement revisions*, and faculty/administrative staff/emeriti directory changes should be submitted during the fall term.

*Note(s): Program requirement changes that are editorial and do not affect other departments or colleges, do not require consultation. Changes that include the addition of courses offered by other colleges or departments, including General Education courses, require consultation; include a PDF copy of the email consultation exchanges between impacted departments with catalog copy.

- b. The catalog copy must be submitted electronically only. Text from corresponding catalog sections are copied from the [electronic catalog](#) and pasted into Word. Use 'track changes' to annotate curricular changes approved for the next academic year and changes that are editorial in nature. Please be certain to copy text from the current [online catalog](#).
- c. The catalog copy for each department should be transmitted to the Office of Academic Programs via the curriculum review hierarchy in one package.

FORMAT FOR ACADEMIC SECTIONS

Colleges

Required Components

College URL
Dean
Associate Dean(s)
Description of College
List of Departments
List of Programs

Optional Components

Description of Facilities
List of Centers/Institutes
List of Special Programs
List of College-level Courses

Order of Components

College URL
Dean
Associate Dean(s)
Description of College
Description of Facilities
List of Centers/Institutes (links)
List of Special Programs
Link to college-level programs
Link to college-level courses
List of Departments (links) with
Links to list of programs
Links to list of courses

Departments

Required Components

Associated College
 Department URL
 Department Chair
 Associate/Assistant Chair
 Faculty
 Description of Department
 List of Programs
 List of Courses

Optional Components

Description of Facilities
 List of Special Programs

Order of Components

Associated College
 Department URL
 Department Chair
 Associate/Assistant Chair
 Faculty
 Description of Department
 Description of Facilities
 List of Special Programs
 List of Programs (links)
 List of Courses (links)

Bachelor's Programs

Required Components

Official Program Name
 Associated College and Department
 Description
 Curriculum Matrix
 Total Units to Degree
 Major Required Courses
 Link to GE Requirements

For each subplan/option:

Subplan/Option Required Courses

Optional Components

Contact Information
 Career Opportunities
 Admission/Change of Major Requirements
 Major Elective Courses
 Unrestricted Electives
 Subplan/Option Elective Courses
 Note(s)

Order of Components

Official Program Name (in header)
 Total Units to Degree (in header)
 Associated College and Department
 Curriculum Matrix
 Contact Information (optional)
 Description
 Career Opportunities (optional)
 Admissions/Change of Major Requirements
 (optional)
 Major Required Courses
 Major Elective Courses (optional)
 Subplan/Option Required Courses
 Subplan/Option Elective Courses (optional)
 Unrestricted Electives (optional)
 Note(s) (optional)
 Link to GE Requirements

Master’s Programs

Required Components

Official Program Name
 Associated College and Department
 Description
 Curriculum Matrix
 Major Required Courses
 Total Units to Degree
 Culminating Experience

For each subplan/option:

Subplan/Option Required Courses

Optional Components

Admission
 Contact Information
 Graduate Coordinator
 Career Opportunities
 Prerequisite Courses
 Major Electives Courses
 Subplan/Option Elective Courses

Order of Components

Official Program Name (in header)
 Total Units to Degree (in header)
 Associated College and Departments
 Curriculum Matrix
 Contact Information (optional)
 Graduate Coordinator (optional)
 Description
 Career Opportunities (optional)
 Admission (optional)
 Prerequisite Courses (optional)
 Major Required Courses
 Major Elective Courses (optional)
 Subplan/Option Required Courses
 Subplan/Option Elective Courses (optional)
 Culminating Experiences
 Note(s)

Minors

Required Components (in this order)

Official Program Name (in header)
 Total Program Units (in header)
 Associated College and Department
 Contact Information (optional)
 Description
 Minor Required Courses
 Minor Elective Courses (optional)
 Note(s) (optional)

Credentials

Required Components (in this order)

Official Program Name (in header)
 Total Program Units (in header)
 Associated College and Department
 Contact Information (optional)
 Description
 Credential Required Courses
 Credential Elective Courses (optional)
 Note(s) (optional)

Certificates

Required Components (in this order)

Official Program Name (in header)

Total Program Units (in header)
 Associated College and Department
 Contact Information (optional)
 Description (optional)
 Certificate Required Courses
 Certificate Elective Courses (optional)
 Note(s) (optional)

Faculty and Administrative Staff Directory

Only the following classifications may be listed:

- Administrative employees with Management Personnel Plan appointment.
- Emeriti.
- Full-time, tenure-track faculty: Assistant Professor, Associate Professor, Professor.
- Full-time staff employees in professional classes at the level of Administrator I, Student Services Professional III, or above.

CURRICULUM CHANGE MEMORANDUM (MEMO)

The curriculum change memo should be sent with precatalog files with edits and be addressed to Office of Academic Programs Senior Curriculum Specialist and from the department chair. The associate dean should be carbon copied (cc'd) on the memo. The memo is shared with the Office of Success Student, Bronco Advising Center, Registrar's Office, college advising centers, and the Articulation Officer.

The memo should include the follow items:

- Summary of Proposed Curricular Change(s): Provide a summary of proposed program requirement changes within department program(s). This could be a bulleted list of changes.
- Advising for Continuing Students: Explain how continuing students will be affected by the curricular change(s). Include information on how continuing students will be advised about the updated curriculum. If possible, include information regarding grade forgiveness.
- Notes for Previous University Catalogs: Dated curricular notes may be added to previous catalogs to provide continuing and future students with acceptable substitutions for degree requirements. Curricular notes eliminate the need for blanket memos and provide transparency for students, advisors, faculty, staff, and administrators regarding degree requirements. It is recommended that catalog notes to be added to the past three academic years catalogs.
- Articulation and Transfer Agreements: Information associated with articulation and/or transfer agreement(s) should be included in this section. This section may not be applicable to all departments. Please contact the University Articulation Officer if there any question regarding articulation agreements.

Curriculum Change Memo Example

From: Department Chair, Chemical and Materials Engineering Department

To: Curriculum Specialist, Office of Academic Programs

CC: Associate Dean, College of Engineering

Date: August 22nd, 2022

Subject: CME 22-23 Proposed Curriculum Changes

Below is an outline of the proposed curriculum changes for the Chemical and Material Engineering Department.

Summary of Proposed Changes:

- a. MAT 1140 moved from Major Required to Option Required for the Chemical Engineering, B.S. – Materials Option.
- b. MAT 1140 removed from Major Required for Chemical Engineering, B.S. – Nuclear Option.
- c. Change the Major Required “CHM 3140” to “CHM 3140 or CHM 2010” for Chemical Engineering, B.S.
- d. CHE 2101 removed from Option Required for the Chemical Engineering, B.S. – Materials Option
- e. CHE 3201 added to Option Required for the Chemical Engineering, B.S. – Materials Option.

There are no changes in Materials Engineering, B.S program, and Materials Engineering Minor.

Advising for Continuing Students

From the list, the above students could be advised accordantly.

- a. No change in advising for Chemical Engineering, B.S. – Materials Option students. MAT 1140 is still a degree requirement for students in this major.
- b. Chemical Engineering, B.S. – Nuclear Option students planning to change their curriculum to the 23-24 or later curriculum year may apply MAT 1140 towards Option Elective units.
- c. Students on curriculum year prior to 23-24 may substitute CHM 2010 for CHM 3140.
- d. The department will no longer offer CHE 2101.
 - Chemical Engineering, B.S. – Materials Option students planning to change their curriculum to the 23-24 or later curriculum year may substitute CHE 2101 for CHE 3201.
 - Chemical Engineering, B.S. – Materials Option students that have not already taken CHE 2101, could be advised to take CHE 3201. CHE 3201 may be substituted for CHE 2101 for curriculum years before 23-24.
 - Grade forgiveness will not be awarded for CHE 2101 using credit from CHE 3201. These courses are different, and the content is not equivalent.
- e. Continuing students should be advised to take CHE 3210 if they have not taken CHE 2101.

Notes for Previous Catalogs:

The following notes are recommended to be added for the prior catalog years.

1. For catalog years 20-21, 21-22, 22-23:

“* Effective Current Date: CHM 2010 is an acceptable substitution for CHM 3140 for Chemical Engineering majors.”

2. For catalog years 20-21, 21-22, 22-23:

“* Effective Current Date: CHE 3201 is an acceptable substitution for CHE 2101 for Chemical Engineering.”

Articulation and Transfer Agreements

- a. C-ID CHEM 150 Organic Chemistry for Science Majors I, with Lab is an acceptable substitution for CHM 2010 for the Chemical Engineering, B.S. program.
- b. CHE 2301 can be articulated with C-ID ENGR 260 Circuit Analysis, and CHE 2301L can be articulated with C-ID ENGR 260L Circuit Analysis Lab.