2021-2022 Catalog Editing Cycle

Office of the University Registrar

The purpose of this document is to assist catalog authors with the catalog editing cycle. Specifically, this document outlines the required approval steps that are needed in order to ensure that new or modifications to courses and programs make the next edition of the University Catalog.

In general, all curriculum items require a minimum of College/School Curriculum Committee (CC) and either Undergraduate Council (UGC), or Graduate Council (GC) approval. Others items (i.e. new programs) may require further levels of approval.

Curriculum Approving Bodies			
CC	College/School Curriculum Committee	UG	Undergraduate Council
GC	Graduate Council	BOV	Board of Visitors
SCHEV	State Council of Higher Education for Virginia	SACSCOC	Southern Association of Colleges and Schools

Additional Required Levels of Approval

Type of Request	Additional Required Approval
New bachelor's, master's, certificate or doctoral degree	BOV, SACSCOC, SCHEV approval
Simple modification of existing programs, including: • Changes which increase/decrease the total credits by less than 6 • Adding a new delivery format to the existing	SCHEV notification
Substantial modification of existing programs, including: • Changes which increase/decrease the total credits by 6-12 • Significant changes to the common core • Converting the program to a new delivery format while ceasing to offer the format originally approved by SCHEV • Adding or removing a licensure option which was originally approved by SCHEV	SCHEV approval
Title or degree designation changes	SCHEV approval
Substantive changes to existing programs, including: • Inactivating a program • Offering 25% or more of a degree or certificate at an off-site location • Addition of courses that constitute a significant departure, either in content or method of delivery, from those offered when last reviewed by SACSCOC • Courses taught by contract with an entity not eligible for Title IV funds	SCHEV approval (inactivation of a program only), SACSCOC approval
Note: Bachelors, master's, or doctoral degree programs must receive a minimum BOV approval before they are eligible for inclusion in the University Catalog.	

Additional Approval Deadlines for 2020-2021 Catalog Inclusion

Reviewing Body	Agenda Deadline	Meeting Date
Graduate Council (GC) **submit to: TBD** **Undergraduate Council (UCG)** **submit to: ugc@gmu.edu**	**NEW** degree programs/title changes*: August 5th	August 19th, 2020
	All other changes: February 10th	February 24th, 2019 (Confirmed)
Board of Visitors (BOV)* **submit to:** **swoodru3@gmu.edu**	September 1st	Mid-October
SCHEV notification **submit to:** **swoodru3@gmu.edu**	Notifications of simple program modifications must be sent to SCHEV by January in order to receive a letter of acknowledgement by the time of catalog publication in April.	
SCHEV approval* **submit to:** **swoodru3@gmu.edu**	TBD at the discretion of SCHEV staff	October XXth, 2020 (TBD)
SACSCOC approval **submit to:** **msmit55@gmu.edu**	• For a substantive change taking effect between January 1, 2021 and June 30, 2021, the proposal was due for submission to SACSCOC by June 15, 2020. • For a substantive change taking effect July 1, 2021 – December 31, 2021, the proposal must be submitted to SACSCOC by December 15, 2020. • For a substantive change taking effect between January 1, 2022 and June 30, 2022, the proposal must be submitted to SACSCOC by June 15, 2021.	
* Deadlines are the latest possible to ensure FALL 2021 activation if SCHEV approves. Later submission may delay program activation until Spring 2022 or later.		

SCHEV Notification and Approval: Required Catalog Notation

Items submitted to SCHEV which do not receive approval by the time of catalog publication must include a notation on their respective catalog pages as follows:

Action	Title Notation	Description Notation
New degree programs	'pending SCHEV approval'	*Note: As of catalog publication in April, the program described has been approved by the Board of Visitors and sent to the State Council of Higher Education for Virginia for consideration as a new degree program. The university cannot accept applications or enroll students in this program until SCHEV approval has been granted.*
Title Change	'title change pending SCHEV approval'	*Note: As of catalog publication in April, the title for this program (formerly known as [formal name of program]) has been approved by the Board of Visitors and sent to the State Council of Higher Education for Virginia.*

Examples

A BOV-approved BA in Book Arts should be noted in the catalog as follows:

Book Arts, BA (pending SCHEV approval)

Note: As of catalog publication in April, the program described has been approved by the Board of Visitors and sent to the State Council of Higher Education for Virginia for consideration as a new degree program. The university cannot accept applications or enroll students in this program until SCHEV approval has been granted.

A BOV-approved title change for Health Policy, MS will be noted in the University Catalog as follows:

Health Policy, MS (title change pending SCHEV approval)

Note: As of catalog publication in April, the title for this program (formerly known as Health and Medical Policy, MS) has been approved by the Board of Visitors and sent to the State Council of Higher Education for Virginia.

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Level	Object Type	Type of Request	Approval Route				
			CC	UGC	BOV	SCHEV	SACSCOC
Courses							
Undergraduate	Course	**NEW** Undergraduate Course	✓	✓	-----	-----	-----
Undergraduate	Course	Modification	✓	✓	-----	-----	-----
Undergraduate	Course	Inactivate	✓	✓	-----	-----	-----
Bachelor Degrees							
Undergraduate	Degree	**NEW** Degree Program	✓	✓	✓	✓	✓
Undergraduate	Degree	Title Change	✓	✓	-----	✓	-----
Undergraduate	Degree	Simple Modification	✓	✓	-----	✓	-----
Undergraduate	Degree	Substantial Modification	✓	✓	-----	✓	-----
Undergraduate	Degree	Substantive Change	✓	✓	-----	-----	✓
Undergraduate	Degree	Inactivation	✓	✓	-----	✓	✓
Minors							
Undergraduate	Minor	**NEW** Minor Program	✓	✓	-----	-----	-----
Undergraduate	Minor	Title Change	✓	✓	-----	-----	-----
Undergraduate	Minor	Modification (any)	✓	✓	-----	-----	-----
Undergraduate	Minor	Inactivation	✓	✓	-----	-----	-----
Certificates							
Undergraduate	Certificate	**NEW** Certificate Program	✓	✓	-----	✓	✓
Undergraduate	Certificate	Title Change	✓	✓	-----	✓	-----
Undergraduate	Certificate	Simple Modification	✓	✓	-----	✓	-----
Undergraduate	Certificate	Substantial Modification	✓	✓	-----	✓	-----
Undergraduate	Certificate	Substantive Change	✓	✓	-----	✓	✓
Undergraduate	Certificate	Inactivation	✓	✓	-----	✓	✓

Required Approvals: Undergraduate Courses & Programs

Required Approvals: Graduate Courses & Programs

Level	Object Type	Type of Request	Approval Route				
			CC	GC	BOV	SCHEV	SACSCOC
Courses							
Graduate	Course	**NEW** Graduate Course	✓	✓	-----	-----	-----
Graduate	Course	Modification	✓	✓	-----	-----	-----
Graduate	Course	Inactivate	✓	✓	-----	-----	-----
Master's Degrees							
Graduate	Degree	**NEW** Master's Program	✓	✓	✓	✓	✓
Graduate	Degree	Title Change	✓	✓	-----	✓	-----
Graduate	Degree	Simple Modification	✓	✓	-----	✓	-----
Graduate	Degree	Substantial Modification	✓	✓	-----	✓	-----
Graduate	Degree	Substantive Change	✓	✓	-----	-----	✓
Graduate	Degree	Inactivation	✓	✓	-----	✓	✓
Graduate Certificates							
Graduate	Certificate	**NEW** Certificate Program	✓	✓	-----	✓	✓
Graduate	Certificate	Title Change	✓	✓	-----	✓	-----
Graduate	Certificate	Simple Modification	✓	✓	-----	✓	-----
Graduate	Certificate	Substantial Modification	✓	✓	-----	✓	-----
Graduate	Certificate	Substantive Change	✓	✓	-----	-----	✓
Graduate	Certificate	Inactivation	✓	✓	-----	✓	✓
Doctoral Degrees							
Graduate	Degree	**NEW** Doctoral Program	✓	✓	✓	✓	✓
Graduate	Degree	Title Change	✓	✓	-----	✓	-----
Graduate	Degree	Simple Modification	✓	✓	-----	✓	-----
Graduate	Degree	Substantial Modification	✓	✓	-----	✓	-----
Graduate	Degree	Substantive Change	✓	✓	-----	✓	✓
Graduate	Degree	Inactivation	✓	✓	-----	✓	✓