

To: College Catalog Editors

Date: August 3, 2023

The 2024-2025 [working catalog](#) will be available on **Thursday, August 3, 2023**. All catalog pages must be submitted (and ready to publish) by **Friday, April 26, 2024**. To be included in the publication, course and program edits *must be fully approved in CIM* by **April 28, 2023**.

Proposals still in workflow after April 26, 2024 may not be available for publication in the 24-25 catalog edition.

Please see the attached production timeline and other documents for specific deadlines. The 2024-2025 University Catalog will publish on **Friday, June 7, 2024**.

### **REMINDERS (GENERAL)**

- Page review and editing can begin at *any time* once the working catalog is available to catalog editors.
  - We recommend reviewing contact information and program overview text **as early as possible**, as those are typically straightforward items to check off the to-do list.
  - Please check your program contact information carefully. We advise against using specific names and email addresses, as these cannot be changed after publication. An administrative email address is usually the best option.
- We open a preview catalog site for University wide review in May. **The goal is to have all pages and requirements fully reviewed and ready to publish at this time. This preview period is only to catch lingering issues.** We tend to get a high volume of notes from faculty and staff during this preview week, often regarding program requirements that should have been edited prior to this time. We encourage page review throughout the year to reduce the edits during this preview week.
- CIM and CAT training can be scheduled as needed. To set up a virtual training session, please contact us at [catalog@gmu.edu](mailto:catalog@gmu.edu).
- If you have questions regarding the program approval process for SACSCOC, BOV, or SCHEV, please contact:
  - Susan Woodruff, Director of Academic Program Development/SCHEV Liaison  
[swoodru3@gmu.edu](mailto:swoodru3@gmu.edu)

### **\*IMPORTANT\* COURSE SPECIFIC NOTES**

Please share the following reminders with your faculty and staff involved in course and program edits during the curriculum cycle.

- *Course data does not drive the degree audit programming. We will not program the student audit based on course registration restrictions, prerequisites, or course description text.* If you have minimum grade requirements or other notes you would like enforced in the student degree audits, please make sure those are included in the degree requirements or program, department, or college policy text. We are happy to discuss specific examples or concerns, so don't hesitate to contact us at [catalog@gmu.edu](mailto:catalog@gmu.edu).
- The minimum grades applied to prerequisites default to C for undergraduate level courses and B- for graduate level courses. **Any other grade minimum should be specified in the CIM form while entering the prerequisite edits.**
  - NOTE: The minimum grades for prerequisites are *only* applicable to registration. If the degree program requires minimum grades for all or specific courses, it will only be enforced in the audit if it is noted in the degree program requirements or policies.
- **Only one default grade mode is available for each specific course.** The grade mode cannot be adjusted by section. If faculty are interested in offering a course with some sections graded with standard letter grade and some sections graded with S/NC, we suggest that you create two different course numbers, each with their specific default grade mode. These courses can be scheduled together as crosslisted sections or scheduled as separate course offerings, but they allow you to offer these different grading options. Let us know if you have questions about this at [catalog@gmu.edu](mailto:catalog@gmu.edu).

## **ACTION ITEMS**

- Academic Themes
  - Academic themes are a filter option in the [Find Your Program](#) page. They allow students to find programs based on areas of interest. There are 10 available themes, and you can select *up to 3* of these for your program.
  - *Please review the themes assigned to your programs in the attached spreadsheet.* If you have any theme changes for the programs on this list, please note the changes in the spreadsheet and return it to [catalog@gmu.edu](mailto:catalog@gmu.edu) by **April 26, 2024**.
- Role Member Review
  - CIM workflow is constructed around department, college, and council/committee roles, to which specific approvers are assigned. In order to avoid unnecessary workflow delays and confusion over the next year, we want to ensure that users are correctly assigned to the workflow roles.

- *Please review your units' roles in the attached role report.* Please send any role updates to [catalog@gmu.edu](mailto:catalog@gmu.edu). We can update the role assignments at any time throughout the year.
- Page Review
  - Please see the attached document, 2024-2025 Review Process for CAT Editors, for detailed information on the catalog review process. The document includes general information as well as a checklist for the page-by-page review.

## RESOURCES

- [Catalog Editor Handbook in OneNote](#)
- [Registrar's Website: Catalog Revisions](#)
- Report Menu in the [Course Leaf Console](#)
- [Course Leaf Help Site](#)
- Catalog & Curriculum Office: Contact Us at [catalog@gmu.edu](mailto:catalog@gmu.edu)

## IMPORTANT LINKS

- Course Leaf Console: <https://workingcatalog.gmu.edu/courseleaf>
  - View the System Snapshot to track your college pages during catalog review
  - Access the Course Leaf reports
  - Navigate to the Course Leaf Help Site
- CIM Courses: <https://workingcatalog.gmu.edu/courseadmin>
  - View course inventory and course details for your college
  - Submit proposals for New, Edited, and Deactivated courses
  - Any CIM user can submit proposals via CIM courses
- CIM Programs: <https://workingcatalog.gmu.edu/programadmin>
  - View program inventory and program details for your college
  - Submit proposals for New, Edited, and Discontinued programs
  - Any CIM user can submit proposals via CIM programs
- CAT (working catalog): <https://workingcatalog.gmu.edu>
  - View the working catalog (2024-2025)
  - Review and edit your college pages
  - Submit your pages to workflow during catalog review
  - **Only assigned CAT page owners may edit the catalog pages but all CIM users should have view access to the working catalog.**
- Catalog Editor Handbook in OneNote:
  - [https://gmuedu-my.sharepoint.com/:o/g/person/vsarro\\_gmu\\_edu/EolCe5aDrXJGmj7-hQ9NiHcb25DJYiwM\\_6MNUqeJubxb2g?e=jJceWn](https://gmuedu-my.sharepoint.com/:o/g/person/vsarro_gmu_edu/EolCe5aDrXJGmj7-hQ9NiHcb25DJYiwM_6MNUqeJubxb2g?e=jJceWn)

Thank you so much for all of your hard work on the University Catalog and the academic curriculum process. We appreciate the time you put into your work with us to create the best possible product for publication. If there is any way we can better support you throughout this process, please let us know.

We look forward to working with you to publish the 2024-2025 University Catalog. Happy Editing!

Thank you,

The University Catalog and Curriculum Team

Office of the Registrar, George Mason University