Summer 2024 Catalog Addendum FAQs
Academic Affairs: Curriculum, Academic Effectiveness and Policy Development Office

The Curriculum, Academic Effectiveness, and Policy Development Office will create a catalog addendum every summer. This addendum will include policy updates, staff/faculty updates, and curriculum updates that occurred after the regular curriculum review and catalog building deadlines. **All items included in the catalog addendum cannot negatively affect a student in any way.** The list below outlines what can and cannot be included in the catalog addendum. If there is an item not included on this list, or there is concern regarding the inclusion of an item, the AVP of Curriculum, Academic Effectiveness, and Policy Development will determine if the item can be included.

Deadlines:

- All proposals in Curriculog received by the Curriculum Committees: **Friday, March 15, 2024**
- All curriculum modifications to be received by the Academic Affairs Office: **Friday, May 10, 2024**
    - Note that all levels of approval prior to Academic Affairs should be completed and the proposal should be on the system administrator step by this date.
- All non-curricular modifications to be received by Academic Affairs: **Friday, May 10, 2024**
    - Note that academic policy changes must be approved by the Academic Policy Committee and read at Faculty Senate prior to inclusion in the addendum.
- All proposals from Academic Affairs to the Registrar's Office: **Friday, June 7, 2024**

Timeline:

- Addendum Building and Banner Catalog Updates: **May 17, 2024 – June 21, 2024**
- Catalog Addendum Updates Review Window: **June 24, 2024 – July 8, 2024**
- Catalog Addendum Published: **Friday, July 12, 2024**

When will my curriculum updates become effective?

- All new courses will be available for scheduling beginning in the spring semester following the addendum. Any modifications to courses will also become effective in the spring semester following the addendum.
- All new programs will be available for students to declare within the same catalog year as the catalog that holds the summer addendum. The Registrar's Office will work directly with departments to build program information.
- All program modifications will be available for public view in the University Catalog for the following fall. The Registrar's Office will work directly with departments to build program information.

What Can and Cannot Be Included?

Items that CAN be included

- All new curriculum including courses and programs
- Reactivation of an archived course
- New crosslistings
- Removal or relaxing of prerequisites, co-requisites, or pre- or co-requisites.
- Additional course options in a required or elective portion of a program
- Removing or relaxing a program requirement
- Changes to the course content, required reading, SBLOs, outline, or evaluation of a course
- Changes to the distribution of credit hours or contact hours
- Removal or relaxing of registration restrictions or Banner enforced pre-requisites, co-requisites, or pre- or co-requisites.
- Modification of schedule type or grade mode
- The following items may be changed under most circumstances as long as the modifications that are made do not drastically change the intention or materials covered in the course:
  - Revisions to the course description
  - Revisions to the course title
  - Revisions to the Banner course title
  - Program descriptions
- Relaxing a program's minimum grade requirement
- Decrease the amount of required credit hours for a program
- Convert an omnibus course to a regular course
- Convert an individual variable topic course to a regular course
- Designate a course as repeatable or increase the number of times a course can be repeated for credit.
- The changing of a department name
- The changing of a program name

Items that CANNOT be included

- Adding program requirements
- Adding a prerequisite, co-requisite, or pre- or co-requisite
- Adding or the removal of a designation held by a course (e.g. General Studies)
- Creation or modification of a course that carries a special designation (e.g. General Studies)
- The increase or decrease of the number of credits of a course
- The changing of a course number or prefix
- Archiving or deletion of a course that is required or optional in a program or is a pre-requisite, co-requisite, or pre- or co-requisite of a course.
- Removal of existing options within a program such as a course in a prescribed list of elective options or removal of a course with an "or" as required in a program.
- Discontinuation of a program
- Addition of registration restrictions
- Adding a minimum passing grade to a program or course or raising the minimum passing grade requirement of a program or course (example: increasing from a C- to a C).
- Increase the amount of required credit hours for a program
- Remove a repeat rule from a course or decrease the number of repeats currently allowed.

For questions, contact curriculum@msudenver.edu