



2022-2023 Catalog Editing Cycle

Office of the University Registrar

The purpose of this document is to assist catalog editors with the catalog editing cycle. Specifically, this document outlines the required approval steps 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
Modification of existing programs, including: <ul style="list-style-type: none"> Changes which increase/decrease the total credits by more than 3 credits Adding a new delivery format to the existing delivery format 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 Inactivating a program 	SCHEV approval
Title, CIP code, or degree designation changes	SCHEV approval
Simple modification of existing programs, including: <ul style="list-style-type: none"> More than 25% new content Adding a new delivery format to the existing delivery format 	SACSCOC notification
Substantive changes to existing programs, including: <ul style="list-style-type: none"> 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 	SACSCOC approval



2022-2023 Catalog Editing Cycle

Office of the University Registrar

Additional Approval Deadlines for 2020-2021 Catalog Inclusion

Reviewing Body	Agenda Deadline	Meeting Date
Graduate Council (GC) submit to: TBD	NEW degree programs/title changes*: August 4 th	August 18 th , 2021
Undergraduate Council (UCG) submit to: ugc@gmu.edu	All other changes: February 9 th	February 23 rd , 2021
Board of Visitors (BOV)* submit to: swoodru3@gmu.edu	September 1 st	Mid-October
SCHEV notification submit to: swoodru3@gmu.edu	Notifications of 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 XX th , 2021
SACSCOC approval submit to: msmit55@gmu.edu	<ul style="list-style-type: none"> For a substantive change taking effect between January 1, 2022 and June 30, 2022, the proposal is past due for submission to SACSCOC (due date was June 15, 2021.) For a substantive change taking effect July 1, 2022 – December 31, 2022, the proposal must be submitted to SACSCOC by December 15, 2021. For a substantive change taking effect between January 1, 2023 and June 30, 2023, the proposal must be submitted to SACSCOC by June 15, 2022. 	
* Deadlines are the latest possible to ensure FALL 2022 activation if SCHEV approves. Later submission may delay program activation until Spring 2023 or later.		



2022-2023 Catalog Editing Cycle

Office of the University Registrar

Required Approvals: Undergraduate Courses & Programs							
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	✓	✓	----	✓	✓

2022-2023 Catalog Editing Cycle

Office of the University Registrar

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	✓	✓	----	✓	✓