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**Procedure**                      **Editorial Catalog Changes**

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Procedure Number: 201.3.3  
Date Adopted: May 2003  
Last Revision: 10/11/12, 3/12/15, 11/12/15, 2/25/21  
Approved by: ASCRC and Graduate Council

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The following changes are considered editorial and do not need to be submitted for curriculum review. These changes can be made directly on the catalog copy sent from the Registrar's Office during January and February each year.

- Opening paragraph(s) describing the program or school/college. This usually is a definition of the discipline, degrees offered, employment opportunities and such. It precedes the section called Special Degree Requirements or in some programs the section called Admission Requirements.
- Typographical errors.
- Grammatical errors or other composition errors.
- Changes in punctuation for clarification.
- Reorganization for clarification if no effect on requirements.
- Changes in the semester(s) a course is offered.
- Minor changes in terminology (not affecting course focus) used in course descriptions.
- Simple course number, rubric, title changes to abide by common course numbering.
- Minor title changes\_(not affecting course focus) without common course numbering conflict.
- Restrictions such as degree majors only, class standing, or consent of instructor
- Revising the list of approved electives within major, minor, option, or certificate requirements with the consent of the faculty and chairs/directors of affected programs
- Prerequisite or co-requisite changes on non-General Education courses within the same department or cognate discipline that are NOT required or elective courses for other departments.
  - Prerequisite changes on General Education courses and prerequisite changes that affect other departments must still be submitted for ASCRC review.