

## 2018-2019 College of Science Catalog Revision Timeline

<b>Course Inventories Distributed-</b> I'll email catalog contacts a list of the dept's course details to aid in identifying any course changes that may need to be made via CIM for inclusion in the 18-19 catalog.	August 16, 2017
<b>Narrative Revision Distributed-</b> Catalog contacts will receive departmental and program entries with my suggested changes for review and revision.	Late September 2017
<b>Narrative Revision Deadline-</b> Catalog contacts return desired narrative modifications (keeping in mind that curricular modifications need to be made via CIM for COSCC review, <a href="#">dates here</a> ).	Late October 2017
<b>Instructional and Administrative Faculty Updates Requested-</b> I'll ask catalog contacts for new additions or modifications to the <a href="#">Instructional and Administrative Faculty</a> section of the catalog. This will be an email that chairs can forward to their faculty so they can be in touch with me directly.	Mid to late October
<b>Comfortable COSCC Deadline-</b> Changes to courses or programs should be reviewed by the COSCC by the end of 2017 to be included in the 18-19 catalog.	August - December 2017 COSCC Meetings
<b>Cutting It Too Close COSCC Deadline-</b> Changes to courses or programs can be submitted for review at this meeting, but 18-19 catalog inclusion is not as likely.	January 2018 COSCC Meeting
<b>Registrar's Office Review-</b> The RO will review the catalog changes we've made and will be in touch if questions/concerns arise.	March 2-28, 2018
<b>Campus Review-</b> The draft catalog will be available for campus review.	March 28 – April 3, 2018
<b>Catalog Published</b>	April 5, 2018

**Questions?** Contact Jennifer Bazaz Gettys, [jbazaz@gmu.edu](mailto:jbazaz@gmu.edu)