

GUIDE FOR SUBMITTING UPDATES TO THE 2016-17 UGS ACADEMIC BULLETIN

All instructions must be followed for your revisions to be processed.

- Each program entry must be sent in its entirety from one person. Though multiple individuals may be involved in editing different subsections (Curriculum, Courses, Faculty, individual degree programs contained under Curricula, etc.), one person must compile and submit the full entry into a single document as it should appear in the bulletin. Please allow time for collaboration on this important step.
 - When needed, changes may be resubmitted more than once up until the November 10 deadline but must be included along with the full entry.
1. Begin by loading the current bulletin using the link here: [2015-16 UGS Academic Bulletin](#).
 2. Navigate to 'Programs by Campus' in the upper right corner, select your campus on the left menu bar, and select your program from the alphabetical list. **Do not use the .pdf version of the bulletin for creating your revisions.**
 3. The main page displayed is the Curriculum section of your program's entry. Beginning with the campus name at the top, highlight all text in the entry to the bottom of the page. Copy this text using 'Ctrl-C,' 'Command-C,' or by right clicking the highlighted portion and selecting 'Copy.'
 4. Edits must be submitted as a Word document. Open a new Word document and paste the entry using 'Ctrl-V,' 'Command-V,' or by right clicking the document and selecting 'Paste.' Note that the formatting may look different in Word than online. Repeat these steps for Courses, Faculty, and all other subsections of your entry, pasting each within the same Word document in the order their hyperlinks appear at the top of the main page.
 5. On the top menu bar in Word, select the Review tab and enable the Track Changes button below it. This must be done before making any changes to the entry. Do not use any other method to note your revisions.
 6. After enabling Track Changes, make any needed edits to the document. Do not alter the general document formatting, including the overall page font, font size and color, page layout, etc. Any individual edits to headline formatting should reflect the headline standards already present in the document.
 7. Ensure that bulleted lists utilize Word bulleting rather than special characters. To do this, highlight a bulleted list and view the Bullets buttons in the Paragraph settings under the Home tab. Delete any special characters and reformat the lists using Word bulleting. This step does not need to be taken when editing the Courses section.
 8. After your tracked edits are complete, save the Word document with your program in the file name and email it to grdblltn@iu.edu by November 10. Include your program name in the body of the email message.

REVISING CONTENT WITHIN THE BULLETIN

- Review your entry for any typographical errors.
- Verify that unit's name, school, contact information, and all hyperlinks are up-to-date.

Curriculum

- Ensure that all approved programs – including majors, minors, certificates, tracks and specializations, and all other program units – conferred by the University Graduate School are listed along with their requirements.
- Verify that any added programs or changes to existing curricula have cleared the required levels of approval.
- Each program entry should clearly indicate the total number of hours required for completion followed by a clarification of specific requirements.

- Inactive degree programs are removed from the bulletin only once they have been officially discontinued by the university. The note, “Department is not currently admitting students to this program,” may be used where appropriate.

Courses

- Verify that all new courses and changes to existing courses have received full approval through CARMIn, including clearance on remonstrance.
- Check cross-listed courses for availability, course number, credit hours, description, and all other information with the home program and be sure to include the full, four-letter abbreviation and course number when including the course in the bulletin.
- Assist programs that utilize your courses as cross-listings by notifying them of any changes.
- A *Discontinue Course* request via CARMIn must be completed before requesting a course deletion. The note, “Not currently being offered,” should be used for courses temporarily not offered.

Faculty

- Faculty subheadings should be ordered according to rank.
- An asterisk [*] should be used to denote faculty who have received the endorsement to direct doctoral dissertations.

Please send any questions to grdblltn@iu.edu.