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Catalog Editing Timeline

10/30: Catalog Pages Sent to CLAS Coordinators

11/6: Catalog pages sent to first-step department editors

12/11: Catalog pages due back to CLAS Coordinators

**This means that all catalog pages must have gone through ALL department workflow steps and the last department workflow editor has pushed the pages back to CLAS Final Review*

12/12 - 1/18: CLAS Final Review processes all catalog pages, reaching out to departments if there are any inconsistencies, denied changes, needed changes, etc.

12/19: All Catalog pages due to Registrar's office

Catalog Workflow/Roles

For a list of all catalog pages, their specific workflows, and who is assigned to each role, please look at the [CLAS Catalog Master Log](#).

CLAS Coordinators and Division of Duties

Sarah Thompson and Mika Puseman are the CLAS Course and Curriculum Coordinators. They will handle both the CLAS Coordinator first step and Final Review in the catalog process. Here is a breakdown of who primarily handles which departments.

Sarah Thompson	Mika Puseman
Anthropology	Communications
Biology	English
Chemistry	Ethnic Studies
Economics	Health Humanities
Environmental Sciences	History
Geography	Humanities/Social Sciences
Geology	Individually Designed Major Courses
Health and Behavioral Sciences	International Studies
Mathematics	Modern Languages (Arab, Chinese, French, German, Latin, Linguistics, Spanish)
Public Health	Philosophy
Physics	Political Sciences
Psychology	Religious Studies
Sociology	Social Justice
	Sustainability
	Women and Gender Studies

Catalog Do's and Don'ts

DO's: See below for all parts of the catalog pages department editors **are** allowed to edit:

1. On your **main department pages**, you may edit the **Overview** and **Faculty** tabs
2. On each **program page** (degrees, certificates, minors, etc), you may edit the **Overview** tab. You may also request that we (CLAS coordinators) **make changes to your elective's lists**, without needing to go through EPCC.

Examples:

The screenshot shows the CU Denver catalog editor interface. At the top, the 'Communication' department is selected, with sub-tabs for 'Overview', 'Programs', 'Faculty', and 'Courses'. The 'Overview' and 'Faculty' tabs are circled in green. Below this, the 'Communication, BA' section is shown, with tabs for 'Overview', 'Degree Requirements', 'Student Learning Outcomes', and 'Degree Map/Plan of Study'. The 'Overview' tab is circled in green. The main content area displays the 'Introduction' section, which includes a link to department information and text about degree requirements.

1 – you may edit text on both the **Overview** and **Faculty** pages on your department's Main page

2 – You may edit the **Overview** tab on any program pages

DONT's: See below for all parts of the catalog pages department editors **are not** allowed to edit and **why**.

- Any other tabs in the catalog are off limits for editing. During CLAS Final Review, CLAS Coordinators will deny any changes made to tabs that are not explicitly listed above.
 - Changes to the **Courses** tab on a department's main page are connected to changes made to courses, which must be approved by EPCC
 - Changes made to the **Degree Requirements** tab on program pages are connected to program and/or course changes, and those must be approved by EPCC as well.
- If you have any questions or doubts about which tabs you are/aren't allowed to edit, please reach out to CLAS.courses@ucdenver.edu.

Screenshot examples:

Philosophy

Overview Programs Faculty Courses

Philosophy (PHIL)

PHIL 1012 - Truth, Reality, and the Good Life: Introduction to Philosophy (3 Credits)
We're commonly told to "do the right thing," and everybody seems to agree that we should. But what is right? What is wrong? How can we see and know the difference? This course helps students examine and analyze the ethical concepts, situations, and problems raised by these fundamental questions. Specific problems will vary with contemporary concerns, e.g., poverty, war, injustice, famine, abortion, punishment, and environmental sustainability. The course goal is to help students sharpen their ethical reasoning skills so they can better navigate and contribute to the ethical, social, and political arenas in which they will live their

Ethics Minor

Overview Degree Requirements Student Learning Outcomes

General Requirements

Students must satisfy all requirements as outlined below and by the department offering the minor.

- Click [here](#) for information about Academic Policies

Program Requirements

- Students must complete a minimum of 15 credit hours approved for the minor.
- Students must complete a minimum of six upper-division (3000-level and above) PHIL credit hours.
- Students must earn a minimum grade of C- (1.7) in all courses that apply to the minor and must achieve a minimum cumulative minor GPA of 2.0. All graded attempts in required and elective courses are calculated in the minor GPA. Courses taken using P+/P/F or S/U grading cannot apply to minor requirements.
- Students must complete a minimum of nine PHIL credit hours with CU Denver faculty.

Program Restrictions, Allowances and Recommendations

- For those students who major in philosophy, up to two courses can satisfy the requirements for both programs.
- Religious Studies courses cannot be used to fulfill the requirements for the minor.

The **Programs** and **Courses** tabs on department's main pages are updated via EPCC approval processes and are off-limits during catalog editing.

The **Degree Requirements** tab on any program page is updated through the EPCC approval process and is off limits during the catalog editing process.