

Catalog Editing Timeline – General

Please note that these dates are dependent on the Registrar’s office and when the catalog pages are pushed to CLAS Coordinators to begin with. All CLAS catalog editors will be contacted by CLAS Coordinators at the beginning of the process with specific dates and deadlines. Please reach out to CLAS.courses@ucdenver.edu with any questions.

Action	Description	Estimated Dates
Departments Begin Initial Review	CLAS departments should be reviewing their course and curriculum offerings during this time and preparing to submit updates and proposals at the first Fall EPCC meeting. See EPCC Meeting Schedule for dates.	May - July
Catalog Contacts Updated	The Registrar’s Office and CLAS Coordinators work to confirm all departmental catalog editors and page workflows	August – October
Initial Catalog Edits	Catalog pages are sent to CLAS Coordinators from the Registrar’s Office. Catalog pages are initially reviewed/edited by CLAS Coordinators.	August – October
Departmental Edits	Catalog pages are sent from CLAS Coordinators to department/program editors.	September – November
Pages returned to CLAS Coordinators	Catalog pages are due back to CLAS Coordinators – having gone through all other editors.	Beginning of December
Finalizing Edits	CLAS Coordinators review all catalog pages and finalize edits.	Mid-December – early January
Catalog pages due!	All catalog pages are due back to the Registrar’s office.	End of January/Beginning of February
Catalog is developed	The Registrar’s office reviews all catalog pages and builds the new catalog.	February – March
Catalog is published	The Registrar’s office publishes the catalog for the upcoming school year.	April

Note: Any changes to program requirements must go through EPCC. Any changes submitted to EPCC **after the October EPCC meeting** are not guaranteed to be published in the upcoming catalog.