Curriculum/Catalog Change

CATALOGER is the online system for processing curriculum change requests (Catalog Section 5). It can be found through access.caltech.

Please coordinate your request with your Option administrator before submitting your request through CATALOGER to ensure that you have obtained the proper approval from your Option and Division.

After you have obtained Option/Division approval, submit your curriculum/catalog change requests through CATALOGER via access.caltech.

Once your request is submitted to CATALOGER, it will be forwarded to the proper committee(s) and Faculty Board for approval.

The following actions require approval before submission to the catalog:

Approval Required

REQUEST	USE CATALOGER ACTION
Add Cross-listing	Propose to change a course
Add Course	Propose a new course
Add Double Option Catalog Text	Propose to change an option
Add a Minor	Propose a new option
Add New Area of Study and Research	Propose a new option
Add New Option	Propose a new option
Add/Change/Remove Prerequisite	Propose to change a course
Change Core Institute Requirements	Propose to change an option
Change Course Description	Propose to change a course
Change a Minor	Propose to change an option
Change of Option Requirements	Propose to change an option
Change Units	Propose to change a course
Remove Course	Propose to remove a course
Rename Course/Change Course Title	Propose to change a course
Renumber Course/Change Course Number	Propose to change a course

The following actions do not require approval before submission to the catalog and should be marked on proofs sent by the catalog editor:

Approval NOT Required

Add "offered" or "not offered" to existing course
Change of instructors to existing courses
Change the terms offered (add, delete, or change)

All curriculum change requests must be approved by:

Division Chair (please obtain approval prior to submission to CATALOGER)
Core Curriculum Committee, Curriculum Committee, or Graduate Studies Committee*
Faculty Board

*Committee review is by course number as follows:

Course Number	Reviewing Committee
1-99	Curriculum Committee
100-199	Curriculum Committee and Graduate Studies Committee
200 and above	Graduate Studies Committee
Core Courses	Core Curriculum Steering Committee and Curriculum Committee

If the request is approved by the appropriate committee(s), it will be forwarded to the Faculty Board for final approval and submitted to the catalog. If the request is not approved, it will be returned to the proposal contact for re-submission.

Request Form for Curriculum/Course Changes
CATALOGER can be found on the access.caltech site.

- Click on MY PROPOSALS
- Select you choice under ACTIONS:
- Course Proposals

    - Propose a new course
    - Propose to change a course
    - Propose to remove a course

- Option/Core Proposals
- Propose a new option
- Propose to change an option
- Propose to remove an option

Fill out the request form as completely as possible. Course descriptions should be 100 words or fewer. Please note that all requests require a course description.

Please allow sufficient time for your request to be reviewed as it may need to be approved by more than one committee. The deadline date to submit changes for the 2020-2021 catalog is **Friday, May 15, 2020**.

For information about course scheduling, please view "Course Scheduling: Tips & Tricks."

If you need assistance with your request, please contact Carol Shimazaki at carols@caltech.edu or you may click on the "help" link in CATALOGER.