CMU Bulletins
Questions Frequently Asked by Faculty and Staff

Deadlines

1. **When are Bulletins published for the next academic year?**

   - The *Undergraduate Bulletin* is published online on **April 1 each year,** to be in time for new student orientation.

   - The *Graduate Studies Bulletin* is published online on **June 1 each year**.

   - Each printed Bulletin will go to the printer a week after the online publication date.

   - **Please note:** Except for very rare circumstances, Bulletins will be published online by the dates listed above.

2. **What is the deadline to submit updates?** *(see also #3 below)*

   - **The due date for updates is March 1 for Undergraduate; May 1 for Graduate**.

   - If you cannot get your information in by these deadlines, you should contact the Editor *before the due date* so a final submission date can be worked out, or possibly a note to expect changes after publication.

3. **When do curricular changes need to be through the curricular process to be included in the Bulletin?**

   - Any minutes with curricular program changes must be posted on the Senate Website and have an objection date **BEFORE** the publishing dates above. So, for Undergrad, the minutes must be posted, and have an objection date on or before March 31. For Graduate Studies, the minutes must be posted, and have an objection date on or before May 1 (end of semester).

   - **Note:** Items such as courses or new programs that are in posted minutes after that date will be entered into SAP, and if the implementation date is during the academic year, that change will be made in the online Bulletin(s). *(See Item 6.)*

4. **Do I have to wait for the submission deadline to send the Editor my updates?**

   - **No.** Please submit your updates as soon as you know what they are. If everyone waits until March 1, it will be difficult for the Editor to process everything by April 1 or June 1. You may submit multiple updates prior to publication if updated information becomes available.

5. **Why does the Editor need a month between the final due date and the publishing date?**

   - As you can imagine, the Bulletins are complex documents that require reviewing, testing, and linking during the final month before they are published.

Implementation Dates on Curricular Programs

6. **How do implementation dates in curricular minutes affect the Bulletins?**

   - It is important to remember that if a program is being changed, it must be changed as of a **Fall implementation date** rather than a Spring or Summer date. Programs are not changed as of a spring date because the Bulletins are already published and students are already following that information. There is an expectation by students that a program will not be changed halfway through the academic year.

Submission of Edits to the Bulletin

7. **What's the best way to submit updates to the Editor?**

   - Academic Departments may assign one or two people to have permission to update Department information in SmartCatalog. **Note:** Curriculum and courses still have to go through the curricular process. The Editor is responsible for updating curriculum and courses in the Bulletins. Introductory paragraphs and Admission, Retention, and Termination Standards do not have to go through the curricular process. *(continued)*

- Non-academic departments may also assign one or two people to have permission to update their information. **Note:** Policies and procedures must be approved by the appropriate authority, such as the Senate, the President, Provost or other Vice President, department director, etc.

- Updates and corrections may be sent via e-mail to the Editor for processing as well. Submissions must be in writing (not a phone call).

Input on Bulletin Layout

8. **I have a great idea on how the Bulletin should be laid out/organized/information highlighted consistently throughout—when should I contact the Editor to talk about this?**

- The best time to contact the Editor about major changes to the organization of the Bulletin would be **summer or early fall**, *before* the next Bulletin process begins.

Errors in the Bulletins

9. **If I find an error in a *Bulletin*, when should I contact the Editor?**

- Immediately! An error can be researched and corrected in the online Bulletin and the PDF version posted online, and a note posted on the *Corrections and Updates* webpage.

Errors on Personal Credentials in the Undergraduate Bulletin

10. **The *Bulletin* says I got my B.S. degree at WMU, and I attended CMU!! How do I get this changed?!**

- The Editor totally understands how upsetting that would be. You may contact the Editor with corrections to your information, but you must also contact your personnel office (either Human Resources or Faculty Personnel Services) as this information is provided as a download from those departments, and the Editor cannot change personal information that they hold. This will assure that it is correct in years to come.

Printed Bulletins

11. **How do I receive a printed Bulletin?**

- Departments may order *Bulletins* from Printing Services by providing the amount of copies needed (UG or Grad) and the account number that will be charged. This information is collected during the spring semester each year. Contact your department in the spring if you want a printed Bulletin for the following academic year.

Philosophy

The *Bulletins* Editor is here to help you!

- Having trouble with a deadline? **Call or e-mail me!**

- Want training on how to make changes in SmartCatalog or need permission? **Call or e-mail me!**

- Have questions on how to set up or make changes to your curricular program? **Call me!** (even before you present it at the department level). I will advise with regard to consistent Bulletin language and set-up for SAP-SLCM.

- Have a last-minute change close to the April 1 or June 1 publication date? **Call me!**

- Thanks for your assistance in making the CMU Bulletins as accurate as possible!

Other questions?

Laura McGuire, Editor of Bulletins and Curricular Minutes

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