

September 1st, 2026

Back to Basics

2027-2028 Catalog



Catalog & Curriculum

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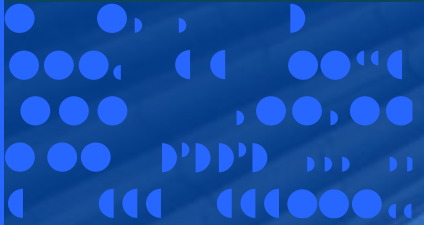
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Catalog Lingo

- CIM – Curriculum Inventory Management (Programs and Courses)
- CAT – Catalog
- NEXT Catalog – The not-yet-published future version of the catalog (2027-28 in this instance)
- Workflow – the steps of approval needed for something to be published
- Courseleaf – the vendor that CIM/CAT is supported by



Catalog Dates to Know

Important Dates

September 1 (today) – Catalog pages open

September 11 – Enrollment Requirement Groups (ERGs) due

September 15 – CIM Course Management Training + deadline for new courses to be through workflow to be scheduled in Spring (electives only)

September 22 – CIM Program Management/Misc Admin Training

December 18 – Courses Not Offered in 5+ Years Decisions Due

February 1 – ALL programs and catalog pages need to be through the workflow to make 2027-28 catalog

March 1 – Deadline for new courses to be through workflow to make Summer/Fall scheduling



What's New For 2027-28?

Courseleaf 10 Upgrade

- Over the summer, we upgraded our catalog software from Courseleaf 9 to Courseleaf 10
- Functions largely stay the same
- It just looks a little different in some places
 - Approve Pages
 - Dashboard
- Our Catalog How-To Guides have been updated to reflect the new look
 - They will get posted to the Staff and Faculty Resources web page along with these training videos and slides
- We are still getting used to it internally – but our goal is that as time goes on, it will make the process easier for you all + more reporting possibilities!

COURSELEAF

?

s903h221

Log Out

Pages

PeopleSoft

PAGE	USER
/courseadmin/655: ARCH 530: Environmental Systems I	j084w101
/courseadmin/9117: GSMC 852: Introduction to Biomedical Research I	mpritchard
/courseadmin/9120: GSMC 855: Introduction to Biomedical Research II	mpritchard
/courseadmin/11384: NEUS 799: Neuroscience Seminar Series	jchristianson
/courseadmin/11357: NEUS 850: Sensory Biology	jchristianson
/courseadmin/14552: NEUS 851: Clinical and Biological Basics of Dementia	jchristianson
/courseadmin/14595: NEUS 899: Public Health	

Workflow

UPDATE

COMPLETED:

j084w101, Registrar Course Review, ARCH Chair, Registrar, ARCH SIS DPR Support fyi, j084w101 fyi

PENDING:

PeopleSoft

Page Review

VIEW CHANGES BY:

All Changes

HIDE CHANGES

NEXT STEPS

APPROVE

DENY

KU

Course Change Request

Export to PDF

Export to Word

Shred Proposal

Date Submitted: 08/14/26 12:25 pm

Viewing: ARCH 530 : Environmental Systems I

Last approved: 02/03/24 4:31 am

Last edit: 08/14/26 12:25 pm

Changes proposed by: j084w101

Catalog Pages referencing this course

Bachelor of Arts in Architectural Studies

Bachelor of Science in Interior Architecture

Department of Architecture

Graduate Certificate in Architectural Acoustics

Master of Architecture (2-year)

Add Comment

In Workflow

1. Registrar Course Review

2. ARCH Chair

3. Registrar

4. PeopleSoft

Approval Path

1. 08/17/26 7:51 am
b166j604: Approved for Registrar Course Review

2. 08/17/26 8:19 am
kvdr: Approved for

Academic Unit

Configure Content

2027-28 Catalog

Modality Change Request

Add/Update Courses

Program Discontinuance

Add/Update Programs

Misc. Admin

Approve Pages

New Subject, Program Name, or CIP Code Change

Reports

Academic Unit Update

ITEMS

WORKFLOW 15

Types

My Items

0 Not Yet Started

0 In Progress

2 Pending

0 Done

Pages in Process: Done

Page Title	Page Type	Current User(s)	Last Activity
Nothing here yet. There are no results.			

Misc Admin

- The Academic Affairs team has been working hard to make Misc Admin more clear
- In the past, all requests (modality changes, program name changes, discontinuances, etc.) all handled in same place
 - They have been broken into different areas starting this year for clarity and cleaner navigation
- On the new dashboard, you will see them more clearly laid out on what's what
 - More to come on this in our Program Management/Misc Admin Training on 9/22

Modality Request Management

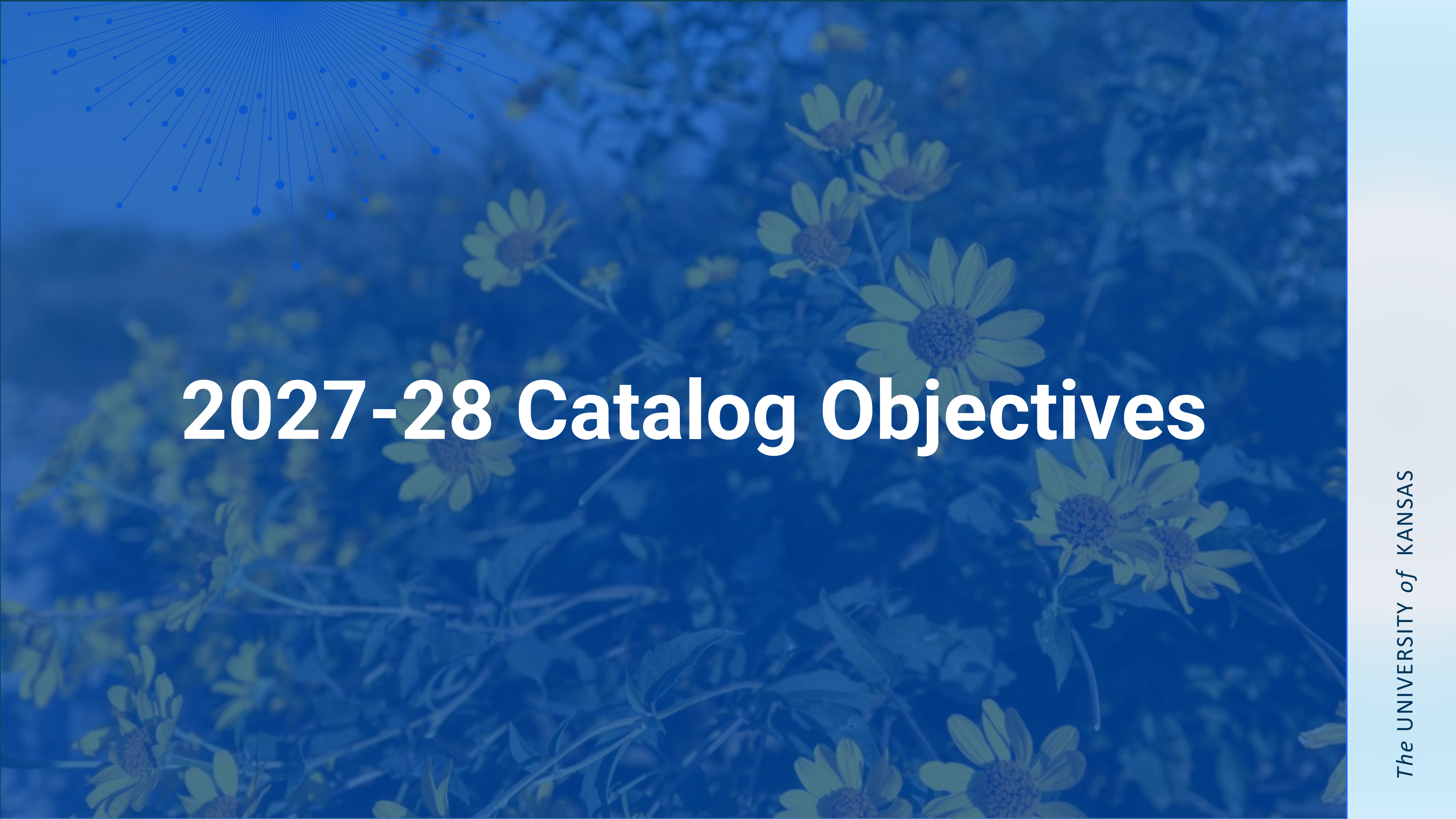
Search, edit, and add Modality requests.

	Search	☐ History	- OR -	Propose New Modality	Quick Searches...	▼
Request Code	Request Type	Title		Workflow	Status	
1	Moving Current Degree Online	TESTING FORM			Added	
2	Adding Online to Current Degree	PSM Environmental Geology			Added	
3	Adding Online to Current Degree	Bachelor of Social Work			Added	
4	Adding Online to Current Degree	Master of Science in Education in Higher Education Administra...			Added	
5	Unofficially Online - Requesting Appro...	MA in Leadership Studies			Added	

Discontinuance Request Management

Search, edit, and add Discontinuance requests.

	Search	☐ History	- OR -	Propose New Discontinuance	Quick Searches...	▼
Request Code	Request Type	Title		Workflow	Status	
1	Discontinue a Minor or Concentration	Minor in Clinical Trials Management			Added	
10	Discontinue a Minor or Concentration	ABSC Child Life Concentration			Added	
11	Discontinue a Degree or Certificate	BA in Architecture			Added	
12	Discontinue a Degree or Certificate	AAAS-MA: MUSE-MA: Dual Master of Arts in Museum Studies ...		Academic Affairs - Dis...	Added	
13	Discontinue a Minor or Concentration	PhD in English			Added	
14	Discontinue a Minor or Concentration	PhD in English			Added	
15	Discontinue a Minor or Concentration	MA in English			Added	



2027-28 Catalog Objectives

2027-28 Catalog Objectives

Yearly Maintenance Checks for Catalog Pages

- Ensure Degree Requirements have auto-summed grids
- Confirm Math Pathways courses
- Review Core 34 overlap and associated standardized language
- Ensure no hidden pre-reqs for programs
- Confirm curriculum and degree plans are correct
- Specify requirements as much as possible (e.g. "Science elective" vs "BIOL, CHEM, or PHSX NLEC course")
- Review and confirm Learning Outcomes

New Catalog Checks for 2027-28

- Zero/Fractional Credit courses no longer allowed
- Variable credit courses can no longer have standard meeting times*
 - *special topics exception
- Readmission policy accessibility
- Include any honors course equivalents as 'or' options in degree requirements
- Replace all personal emails in the catalog with departmental/shared emails

Things to look out for in the future

- Course title standardization
- Automated plan code creation form through Perceptive Content
- Dual Degree page creation and standardization
- More reporting options on the dashboard

Zero/Fractional/Variable Credit Courses

- Spreadsheets went out over the summer listing courses for each category by School
- ALL Zero/Fractional Credit courses must either switch to whole number credits or be deactivated
- Variable courses can no longer have standard meeting times (ex. 9-9:50 am MWF)
 - If a variable course DOES NOT have a standard meeting time (e.g. 'by appointment'), it is fine to remain as is
 - This is a time inequity issue. A student taking a course for 1 credit and another taking it for 4 credits but each are in class the same amount of time is unfair to the 1 credit student
 - Special topics courses are allowed to remain variable and have set meeting times as long as they are offered for a set number of credits at the **section level**
 - Example: AAAS 100 is a 2-4 credit special topics course. It offers one section at 2 credits and one at 4 credits, with their own specific meeting times. This is allowed.
- If courses need to be altered, you can make those edits in Course Management (will need to be through workflow by Feb 1)

Readmission/Sunset Policy Accessibility

- We are asking that all Schools have their readmission and sunset policies accessible on the School's catalog page
- **Readmission policy** – what a dismissed student or not in good academic standing student wanting to be in the program must do to be admitted
- **Sunset policy** – how long a student can be away and come back and be under the same set of requirements
- For both undergraduate and graduate
 - The regulations tabs for each are our recommended places to put this information
 - If you don't have School-specific policies one or either, you can just include the University policy
 - Listing a shared/departmental email that they can contact with questions about program admission is also recommended
- This helps advisors and prospective students help understand their path better

Example of Readmission Policy:

Academic Dismissal

Students on probation who fail to meet their probation requirements during a fall or spring semester will be academically dismissed and are not allowed to continue in the College of Liberal Arts and Sciences until they meet their readmission after dismissal requirements. Students are not dismissed at the end of summer.

Readmission after Dismissal

Students can be readmitted back to KU in the College of Liberal Arts and Sciences after a first and a second dismissal but they must complete their readmission requirements. If all requirements for the Core 34 goals are completed, no coursework is required. Students returning after an academic dismissal will be readmitted on probation and must meet their required term GPA requirements to avoid another dismissal.

Terms for Readmission after Dismissal

First Dismissal - Sit out one fall or spring semester; complete at least one 3 credit hour course that transfers to KU to meet Core 34 Goals; earn a 2.50 in all courses taken since dismissal.

Second Dismissal - Sit out one academic year; complete at least one 3 credit hour course that transfers to KU to meet Core 34 Goals; earn a 2.50 in all courses taken since dismissal.

Third Dismissal - a third dismissal is final.

Example of Sunset Policy:

Time Limits

Students are encouraged to complete the undergraduate degree in 4 years or less. Students experiencing a break in enrollment may return within five years of the last class they attended as an enrolled undergraduate journalism student and complete their coursework under the requirements in place at the time they left. They must maintain continuous enrollment to finish their coursework after they re-enroll.

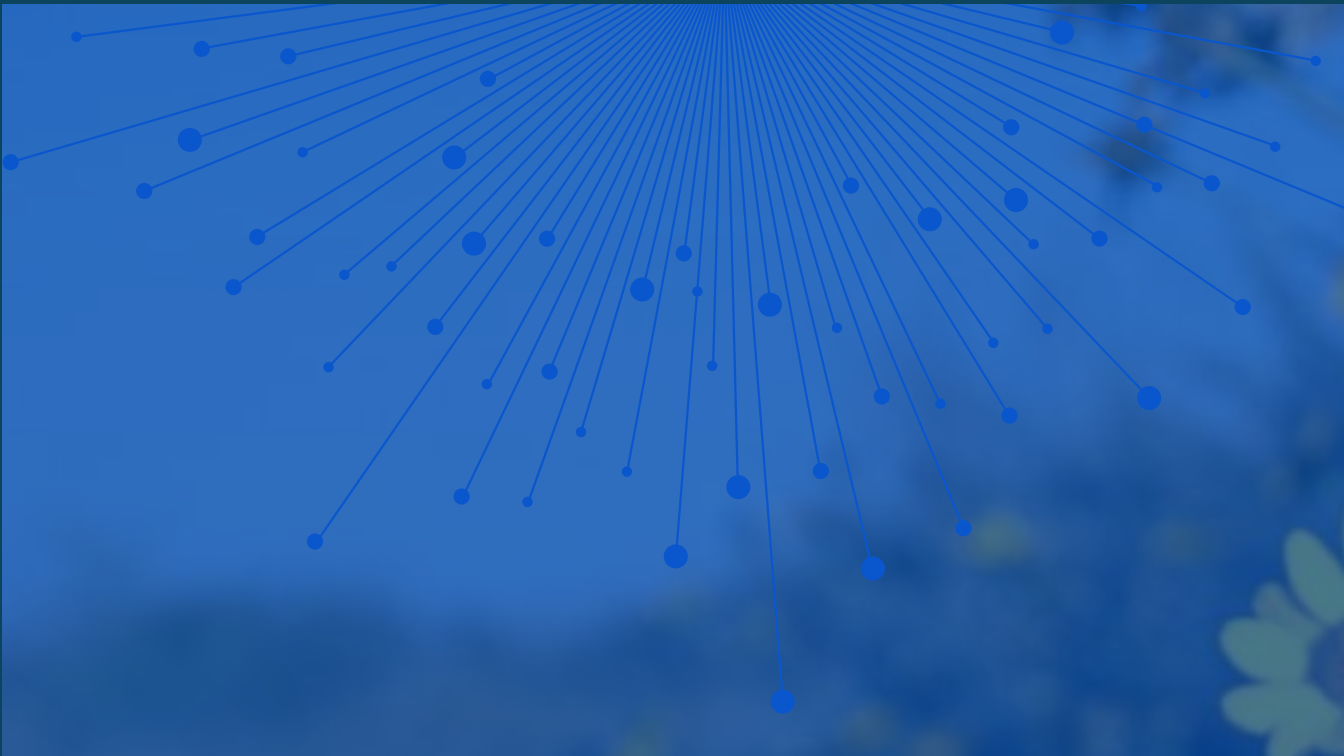
If it has been longer than five years, students may be readmitted under the current degree requirements in place when they return.

Other odds and ends

- Honors Course Equivalents – on Degree Requirements, if a course has an honors equivalent, please list the honors course as an 'or'

BIOL 400	Fundamentals of Microbiology	3
or BIOL 401	Fundamentals of Microbiology, Honors	

- This helps with Stellar audits and cuts down on substitutions needed
- Departmental Emails – when you list an email anywhere in the catalog, please use a shared or departmental email
 - Occasionally there will be a personal email listed, and the person will leave their role. So, when students try to reach out, no one is answering
 - Ex. catalogeditor@ku.edu is preferred over samhenderson@ku.edu



Graduate Catalog Objectives



Workflows

Workflows

- Every catalog page has a workflow it must complete by February 1 for the changes to be in the catalog

Page Owner(s): CLAS Undergrad Approver

Workflow: African & African American Studies-Undergraduate, CLAS Undergrad Approver, Catalog Editor

- You can see the workflow on the bottom of the page on NEXT Catalog once you click the edit page button in the top left
- Once your pages are ready to go into workflow, just click the green button in the bottom right:



Page Status: Not Started

Last Edited: 03/09/26 by t335l158

Start Workflow

- Once in workflow, that button will gray out and you can see who it is with in the workflow
- Keep in mind – catalog pages have their OWN workflow; program changes and curriculum changes are a separate workflow in CIM

Workflows cont.

Catalog Page Workflows	Program/Curriculum Workflows
Handled on the Catalog itself	Handled in CIM
Meant to check all tabs that AREN'T Degree Requirements or Learning Outcomes	Where changes to degree requirements, curriculum, and learning outcomes are handled
Much shorter (usually about 3 steps)	Can be lengthy (~8-12 steps)
Need to be done by February 1 for changes	Need to be done by February 1 for changes

- Because Program/Curriculum Changes take longer to get through workflow, I HIGHLY recommend starting on those ASAP to make sure they make the 2027-28 catalog
- More on Program Management in September 22 training (with special guests from Academic Affairs!



Approve Pages

"I just got this email, what do I need to do?"

Subject: [Catalog] Review Request(s) [REDACTED]

[REDACTED]

The catalog has pending changes for your review, please visit:

[https://next.catalog.ku.edu/courseleaf/approve/?role=\[REDACTED\]](https://next.catalog.ku.edu/courseleaf/approve/?role=[REDACTED])

to review pages and provide your feedback. [REDACTED]

If a program is currently in CIM workflow, to see the requested changes, please visit the degree requirements page for this program at next.catalog.ku.edu

Approve Pages

- If you are in an approval role, you will receive an email like that during the catalog cycle
 - It just means that you need to click the link and review the item in workflow
- Clicking the link will take you here:

Page Review

VIEW CHANGES BY: All Changes

HIDE CHANGES

NEXT STEPS

Export to PDF

Export to Word

Shred Proposal

Date Submitted: 04/10/26 10:30 am

Viewing: **BIOL 589 : Machine Learning in Biology**

Last edit: 04/23/26 11:04 am

Changes proposed by: rschwien

Academic Unit

Academic Career	Graduate, Lawrence (GRDL)		
Subject Code	BIOL	Course Number	589
Department	Biology		
School/College	College of Lib Arts & Sciences		
Governing Campus	Lawrence (includes Edwards) (KULC)		

Course Information

Will 50% or more of the course be offered online?

No

New Course Proposal

Add Comment

In Workflow

1. CLAS Undergraduate Program and Course Coordinator
2. CUSA Subcommittee
3. CUSA Committee
4. CAC
5. CLAS Final Approval
6. Academic Affairs - Courses
7. Registrar
8. PeopleSoft

Approval Path

1. 04/13/26 10:18 am
rschwien: Approved

- Blue pencil – edit
- Red arrow – rollback
- Green button – approve forward
- Red button – deny (admin only)

Approve Pages cont.

- Button functions:
 - Edit – change something on the existing proposal
 - Rollback – this sends it to the previous step in the workflow
 - Approve – this sends it on to the next step in the workflow
 - Deny – disregard (you won't be able to see it unless an admin)
- When you receive an email to approve a catalog page
 - Review all tabs and make sure info is correct
 - Double check for all the maintenance steps and new things to look for listed from earlier
 - If good, go ahead and approve. If not, contact the person who submitted the proposal or roll it back to them
- When you receive an email to approve a program or course
 - Review the form and make sure all information is correct
 - The grid in Program Requirements is what will show on the Degree Requirements tab on the catalog
- TIP: Multiple people can be in one role. If you get an email and click the link and nothing shows up, someone else in that role has already approved or rolled it back



Redbox Errors

Redbox Errors

- Occasionally, you will encounter these:

LAW 828 Course LAW 828 Not Found

- This means that a course you are listing on your catalog pages is not an active course
 - Sometimes you will also see this if a course has been entered incorrectly (wrong spelling or number)
- We try to catch this in our reports, so you may receive emails throughout the cycle if we spot any
- The course (if not a typo) either needs to be deleted from the catalog page or re-activated in CIM

The "I declare bankruptcy" rule



The "I declare bankruptcy" rule

- If you have a program that you plan to discontinue:
 - Just deleting all of the info from the catalog pages is NOT sufficient!!!
- Paperwork must be filed with Academic Affairs to be officially discontinued
 - programlifecycle@ku.edu
- Once a discontinuance is approved, our team will remove all content and delete the catalog pages
- If we see that all content has been removed from a page without any discontinuance paperwork filed, we will re-add the info to keep the catalog page active
- In some cases, a discontinuance might be approved for the following catalog cycle
 - In that instance, we add a note at the top of the pages saying admission is suspended but the content for the page remains

Wrapping Up

- Don't forget! Additional, more specific trainings later this month:
 - CIM Courses Training – Sept. 15
 - CIM Programs/Misc Admin Training – Sept. 22
- One-on-One trainings are available by request!
- Contact us with any questions or concerns at catalogeditor@ku.edu
 - This includes any role changes your unit might have or need
- More info, guides, slides, and videos accessible on our [Staff and Faculty Resources](#) page:

Staff & Faculty Catalog Resources

The Catalog and Curriculum team in the Registrar's Office has many resources available to KU staff and faculty members to assist with their work in the CIM/CAT system.

Catalog and Program Management (CAT)

CAT Guides:

- [Back to Basics PowerPoint \(PDF\)](#)
- [Catalog Guide \(PDF\)](#)
- [Program Management/Misc Admin PowerPoint \(PDF\)](#)

CAT How-to Videos:

- [Back to Basics Presentation](#)
- [Edit a Program](#)
- [Program Management/Misc Admin Presentation](#)
- [Propose a New Program](#)

INDIVIDUAL HELP SESSIONS

Please reach out to catalogeditor@ku.edu to set up a help session if you need more specific assistance with CIM/CAT.

CATALOG RESOURCES

[2027-2028 Catalog Objectives](#) >
[Academic Affairs Resources](#) >
[Catalog Year](#) >
[CourseLeaf FAQ](#) >
[University Style Guide](#) >

QUESTIONS?

catalogeditor@ku.edu >

Let's have a great catalog cycle!





Questions & Feedback

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