

INSTRUCTIONS FOR SUBMITTING *BULLETIN* REVISIONS

1. Please print the *Provisional University Bulletin* <http://www.brandeis.edu/registrar/catalog/> and review the undergraduate and graduate *Bulletin* sections for your department. In some cases this text may differ from the most recently published *Bulletin* due to the addition of information provided to us since June 1 of this year.

2. **New Courses:** New courses are added to the *Bulletin* by the registrar's office when the approval process is complete, according to the process and timetable described on the New Course Form. Please begin the approval process as soon as possible to increase the chances that it will be complete in time for inclusion in the next *Bulletin*.

3. **Courses Descriptions:** Provide a course description for any course which does not have one -- whether or not you plan to offer it next year. Descriptions can be edited at the instructor's request. If a course is changing substantially, it may need to be submitted as a new course.

4. **Courses which have not been offered in four or more years:** If you intend to offer them in the next academic year, indicate this by a marginal note in the *Provisional Bulletin* copy. If you do not intend to offer them, **we will delete them**. (The removal of out-dated courses from the *Bulletin* is a required part of accreditation.)

5. **Introductory Material:** Review the text of the sections on admission, objectives, requirements for the major and/or minor and graduate degrees, faculty members' areas of interest, chairs, and advising heads. Make amendments as needed according to the methods described in #6 and #7 below.

Degree requirements must be accurate, as legally we are bound by the information in the *Bulletin*. Proposed changes to undergraduate requirements must be approved by the Undergraduate Curriculum Committee; changes in graduate requirements go before the Graduate School Council.

Faculty listing section can be updated as late as May as we understand that hiring and leave decisions are often made at the end of the year. The provost's office may also supply to our office some of the last minute hiring decisions just prior to the *Bulletin* going to press.

6. **Making minor changes in the text:** Please mark the printout in **red** wherever you wish to make minor changes -- strike-outs, word changes, typos, small insertions.

7. **Making major changes:** If you are making substantial modifications--entire sentences, paragraphs or major reorganizations--please mark the printout clearly in **red** in the appropriate place with "See Insert X," and attach or email the text for "Insert X" to your printout. We ask that all changes involve some annotation to the printout, and that you not use independent or irregular reporting formats that could complicate our processing work.

Keep a photocopy of your annotated printout, to use later in proofreading our work.