



# MEMORANDUM

## Office of Academic Affairs

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TO: Academic Deans, Department Chairs, Administrative Offices

FROM: Anne Lippert, <sup>AL</sup> Roger Goldberg <sup>RG</sup>

DATE: August 25, 2008

RE: 2009-10 University Catalog Preparation Schedule

Following are deadlines for preparation of copy for the 2009-10 University Catalog. The schedule is paced to make possible careful copy proof correction, checking of final layout, and checking of camera-ready copy. Any departure from the schedule will endanger our objective of having the catalog available for new students prior to their registration in summer, 2009. Please advise this office of any comments or questions on this schedule if there are potential difficulties in meeting all deadlines.

### COURSE DESCRIPTIONS

Department and faculty considerations of changes, additions, or deletions should be planned for completion before Christmas recess. Early consideration and prompt submission of changes to Academic Vice President is encouraged to minimize hurried consideration and processing.

This will include a review of course: attributes, prerequisites, co-requisites, restriction by major, restriction by class, s/u grading mode, and repeatability as applicable and review of CAPP degree audits for major(s), minor(s) and concentrations(s).

Final Changes to course catalog files from deans to Academic Vice President	December 3
Final changes to course catalog files from Academic Vice President to Registrar	December 10
Copy for proofing (no new copy) of course catalog file from Registrar to department chairs and deans	January 7
Return proofed copy from chair to deans	January 14
Return proofed copy from deans to Academic Vice President	January 21
Return proofed copy from Academic Vice President to Registrar	January 28
Transmit final course catalog copy from Registrar to University Communications and Marketing	February 10

## CATALOG TEXT

All office, colleges, and departments should plan to complete authorization of changes, including curricular and program changes, by mid-December.

2008-09 copy for changes from Academic Vice President to all offices and colleges	November 10
Departmental/college text changes to Academic Vice President	December 9
Staff office text changes from staff officer to responsible Vice President	January 5
Staff area text changes from responsible Vice President to Academic Vice President	January 12
Draft catalog text copy available for review	January 22 - February 2
Final catalog text copy to University Communications and Marketing	February 18
Final catalog copy available for <u>editing (not changes)</u>	March 11-24
Final catalog copy to printing services	April 15
Catalog delivered	May 22