

# Preparation of Catalog Copy

All tasks that are part of the curricular process may be considered part of catalog development. Included are simple curricular matters resulting in catalog editorial changes, and complex matters, such as the development of a new degree program.

## Procedure for Submitting Catalog Copy

- 1) Catalog copy for college and department descriptions, program requirement revisions\*, and faculty/administrative staff/emeriti directory changes should be submitted during the fall term.

\*Note(s): Program requirement changes that are editorial and do not affect other departments or colleges, do not require consultation. Changes that include the addition of courses offered by other colleges or departments, including General Education courses, require consultation; include a PDF copy of the email consultation exchanges between impacted departments with catalog copy.

- 2) The catalog copy must be submitted electronically only. Text from corresponding catalog sections should be copied from the [electronic catalog](#) and pasted into Word. Use 'track changes' to annotate curricular changes approved for the next academic year and changes that are editorial in nature. Please be certain to copy text from the current [online catalog](#).
- 3) The catalog copy for each department should be transmitted to the Office of Academic Programs via the curriculum review hierarchy in one package.

## Format for Academic Sections

### Colleges

#### Required Components

College URL  
Dean  
Associate Dean(s)  
Description of College  
List of Departments  
List of Programs

#### Optional Components

Description of Facilities  
List of Centers/Institutes  
List of Special Programs  
List of College-level Courses

#### Order of Components

College URL  
Dean  
Associate Dean(s)  
Description of College  
Description of Facilities  
List of Centers/Institutes (links)  
List of Special Programs  
Link to college-level programs  
Link to college-level courses  
List of Departments (links) with  
Links to list of programs  
Links to list of courses

**Departments**Required Components

Associated College  
 Department URL  
 Department Chair  
 Associate/Assistant Chair  
 Faculty  
 Description of Department  
 List of Programs  
 List of Courses

Optional Components

Description of Facilities  
 List of Special Programs

Order of Components

Associated College  
 Department URL  
 Department Chair  
 Associate/Assistant Chair  
 Faculty  
 Description of Department  
 Description of Facilities  
 List of Special Programs  
 List of Programs (links)  
 List of Courses (links)

**Bachelor's Programs**Required Components

Official Program Name  
 Associated College and Department  
 Description  
 Curriculum Matrix  
 Total Units to Degree  
 Major Required Courses  
 Link to GE Requirements

*For each subplan/option:*

Subplan/Option Required Courses

Optional Components

Contact Information  
 Career Opportunities  
 Admission/Change of Major Requirements  
 Major Elective Courses  
 Unrestricted Electives  
 Subplan/Option Elective Courses  
 Note(s)

Order of Components

Official Program Name (in header)  
 Total Units to Degree (in header)  
 Associated College and Department  
 Curriculum Matrix  
 Contact Information (optional)  
 Description  
 Career Opportunities (optional)  
 Admissions/Change of Major Requirements (optional)  
 Major Required Courses  
 Major Elective Courses (optional)  
 Subplan/Option Required Courses  
 Subplan/Option Elective Courses (optional)  
 Unrestricted Electives (optional)  
 Note(s) (optional)  
 Link to GE Requirements

**Master’s Programs**

Required Components

Official Program Name  
Associated College and Department  
Description  
Curriculum Matrix  
Major Required Courses  
Total Units to Degree  
Culminating Experience

*For each subplan/option:*

Subplan/Option Required Courses

Optional Components

Admission  
Contact Information  
Graduate Coordinator  
Career Opportunities  
Prerequisite Courses  
Major Electives Courses  
Subplan/Option Elective Courses

Order of Components

Official Program Name (in header)  
Total Units to Degree (in header)  
Associated College and Departments  
Curriculum Matrix  
Contact Information (optional)  
Graduate Coordinator (optional)  
Description  
Career Opportunities (optional)  
Admission (optional)  
Prerequisite Courses (optional)  
Major Required Courses  
Major Elective Courses (optional)  
Subplan/Option Required Courses  
Subplan/Option Elective Courses (optional)  
Culminating Experiences  
Note(s)

**Minors**

Required Components (in this order)

Official Program Name (in header)  
Total Program Units (in header)  
Associated College and Department  
Contact Information (optional)  
Description  
Minor Required Courses  
Minor Elective Courses (optional)  
Note(s) (optional)

**Credentials**

Required Components (in this order)

Official Program Name (in header)  
Total Program Units (in header)  
Associated College and Department  
Contact Information (optional)  
Description  
Credential Required Courses  
Credential Elective Courses (optional)  
Note(s) (optional)

**Certificates**

Required Components (in this order)

Official Program Name (in header)

Total Program Units (in header)

Associated College and Department

Contact Information (optional)

Description (optional)

Certificate Required Courses

Certificate Elective Courses (optional)

Note(s) (optional)

**Faculty and Administrative Staff Directory**

Only the following classifications may be listed:

- Administrative employees with Management Personnel Plan appointment.
- Emeriti.
- Full-time, tenure-track faculty: Assistant Professor, Associate Professor, Professor.
- Full-time staff employees in professional classes at the level of Administrator I, Student Services Professional III, or above.