**PREPARATION OF CATALOG COPY**

All activities 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 Academic Master Plan revisions, new GE courses, and miscellaneous curriculum changes should be submitted in the fall quarter following approval of the curricular changes. Changes that are editorial in nature and do not affect the students of other departments or colleges may be submitted in the fall quarter without first going through any curricular approval process.

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, changes that do not affect other colleges/departments and do not require consultations, and changes that are editorial in nature. Please be certain to copy text from the catalog currently in use.

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**

<table>
<thead>
<tr>
<th>Required Components</th>
<th>Optional Components</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Information</td>
<td>Description of Facilities</td>
</tr>
<tr>
<td>URL</td>
<td>List of Centers/Institutes</td>
</tr>
<tr>
<td>Leadership Information</td>
<td>List of Special Programs</td>
</tr>
<tr>
<td>Description of College</td>
<td>List of College-level Courses</td>
</tr>
<tr>
<td>List of Departments</td>
<td></td>
</tr>
<tr>
<td>List of Programs</td>
<td></td>
</tr>
</tbody>
</table>

**Order of Components**

- Contact Information
- URL
- Leadership Information
- 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
Contact Information
URL
Leadership Information
Associated College
Faculty
Description of Department
List of Programs
List of Courses

Optional Components
Description of Facilities
List of Special Programs

Order of Components
Associated College
Contact Information
URL
Leadership Information
Faculty
Description of Department
Description of Facilities
List of Special Programs
List of Programs (links)
List of Courses (links)

UNDERGRADUATE PROGRAMS
• The curriculum display in each major section must show two categories: Core and Support. Within those categories, clearly indicate those courses that are required and those that are elective. There also may be an additional category for Unrestricted Elective courses.
• Any required GE classes must be listed as support courses.
• Options are listed as separate, identifiable units.

Required Components
Associated Department
Associated College
Contact Information
Description
Learning Outcomes
Total number of units
Required Major Core Courses
Required Major Support Courses
Link to GE Requirements

Optional Components
Career Opportunities
Admission/Change of Major Requirements
Elective Major Core Courses
Elective Major Support Courses
Unrestricted Electives
GE Double Count

For each subplan/option:
Elective Subplan/Option Core Courses
Elective Subplan/Option Support Courses
Order of Components
Total number of units (in header)
Associated College and Department
Contact Information
Description
Career Opportunities (optional)
Learning Outcomes
Admissions/Change of Major Requirements (optional)
Required Major Core Courses
Required Subplan/Option Core Courses
Elective Major Core Courses (optional)
Elective Subplan/Option Core Courses (optional)
Required Major Support Courses
Required Subplan/Option Support Courses
Elective Major Support Courses (optional)
Elective Subplan/Option Support Courses (optional)
Unrestricted Electives (optional)
GE Double Count (optional)
Link to GE

GRADUATE PROGRAMS
Required Components
Optional Components
Associated Department
Career Opportunities
Associated College
Prerequisite Courses
Contact Information
Description
Learning Outcomes
Admission
Program (Graduation) Requirements
Total number of units
Required Program Courses
Elective Program Courses
Required Subplan/Option Courses
Elective Subplan/Option Courses
Culminating Experience

Associated College and Departments
Contact Information
Graduate Information
Graduate Coordinator
Description
Career Ops (Optional)
Learn Out
Admission
Pre-requisite Courses (Optional)
Program Graduate Requirements
Required Courses
Elective Courses
MINORS
Required Components (in this order)
Total number of units (in header)
Associated College and Department
Contact information
Description
Required Courses
Elective Courses

COURSE DESCRIPTIONS
• The description should include the following components, as applicable. Information should be consistent with approved course proposal or approved revisions.
  • Subject Area – Course Title (Units)
  • Crosslisted as:
  • Course Description
  • Prerequisite(s):
  • Corequisite(s): (Note: corequisites are satisfied if successfully completed in a previous quarter)
  • Concurrent: (Note: concurrent courses must always be taken with course, even if successfully completed in a previous quarter.)
  • Component:
  • Instruction Mode:
  • Grading:
  • Enrollment Limitations:
  • When Offered:

• Course descriptions should exclude complete sentences and redundant, self-obvious expressions (“the course will,” “an analysis of the history,” “survey,” “overview,” etc.). The description of the component by which the course is taught must be consistent with C/S number. Enrollment requirements (i.e. prerequisites, corequisites, and/or concurrent) must be clearly stated. Enrollment limitations and special conditions must be clearly and correctly stated (e.g. Total credit limited to 4 units, with a maximum of 2 units per quarter).

GENERAL EDUCATION COPY
Approved changes must be made in both the department section and in the general education section of the catalog relevant to department course offerings.

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.