

Timeline for Once a Year Request for Curriculum Changes and 2009-10 Publication Changes

2009-10 University Catalog

2008

Nov 10 - Dec 5 - Initial review period of Catalog narrative (by college/department) - changes due no later than 5pm Dec 5.

2009

Jan 12 - Copies of course action forms from Academic Affairs to Publications, Registrar's office.

Jan 12 - 30 - Course Listings revision from approved course action forms.

Jan 19 - Feb 6 - First proof review of revised Catalog narrative, second round of changes due no later than 5 pm Feb 6.

Jan 30 - FINAL deadline for course action/course listing changes.

Feb 20 - Finalization of cover artwork.

Mar 2 - 16 - FINAL Proof review of Catalog narrative - any FINAL changes due no later than 5pm March 16.

March 16 - 30 - Final RO proofing, photo selection, etc.

April 1 - Catalog CD ordered

April 15 - Catalog CD delivered for orientation

July 1 - July 15 (TBD) - Publication sent to print.

July - Catalog posted to the Registrar's website.

August - Publication returned for distribution prior to the beginning of the fall semester.

2009-10 Undergraduate Programs and Requirements sheets & book

2008

June 6 - College submit letter of intent for new degree requests to Academic Affairs for 09-10.

Oct 31 - All course action and degree requests* for Fall 2009 and Spring 2010 due to Academic Affairs.

Nov 17 - Updated copies of degree sheets forwarded to each college for revisions. (updated with changes requested by Academic Affairs).

** Colleges begin degree sheet revision process.**

Nov 26 - Instruction Council review of requests.

Dec 12 - Instruction Council approval of requests.

2009

Jan 8 - Council of Deans review/approval of degree requests.

Jan 9 - (Tentative) Deadline for A&M Board agenda (degree requests).

Jan 16 - Degree sheets with original changes (marked in red) due to Publications, Registrar's Office, by 5pm.

Jan 19 - 23 - RO evaluation of requested changes made on submitted degree sheets to determine that Academic Affairs guidelines are followed.

Jan 23 - (Tentative date) - Degree requests presented to A&M Board of Regents.

Jan 26 - Notification to colleges of approval to make requested changes to submitted degree sheets. Discuss at this time if there is an issue with any of the requested changes. Forward InDesign templates to designated representative.

Feb 20 - Finalization of cover artwork.

Mar 6 - Updated, camera ready proofs (with all required signatures) due to Publications, Registrar's Office by 5pm. Return updated InDesign files to Dionne Boling.

Mar 16 - Individual degree sheets sent to print.

Mar 27 (tentative) - Degree requests presented to OSRHE.

April 3 - Undergraduate Programs and Requirements (UP&R) publication finalized and sent to print.

April 8 (tentative) - Individual degree sheets distributed.

April 20 - UP&R book delivered for orientation.

Items/dates in orange provided by Academic Affairs.

* New degree and degree modification requests will be accepted throughout the year; however, it is very unlikely that requests submitted after this date will be approved by OSRHE before the Catalog and degree sheet publication deadlines.