

University Catalog Review

Conduct a careful, comprehensive review of catalog sections for which you are responsible. Use the list of questions below to guide your review.

Questions To Guide Your Review	Yes	No	Note Regarding Changes Needed*
Check Table of Contents. Are all programs listed?			
Are titles of colleges, units, degrees, certifications, endorsements or other types of programs accurate?			
Review Content. Is the content of each section complete and consistent? Is the content consistent with commonly accepted standards and practices for the unit?			
Review Spelling and Grammar. Have spelling and grammatical errors been eliminated?			
Review Faculty Listings. Are the faculty listing and the faculty credentials citations correct?			
Examine the Degree Plans. Are degree plan entries accurate? Is major and minor information given correctly?			
Does the number of hours listed for each major and minor add up correctly?			
Examine Course Descriptions. Are co-requisites and pre-requisites included?			
Are all courses offered by a unit included in the catalog?			
Have courses that have been deleted through UAC or Grad Council approval been removed from the catalog?			
Are Texas Common Course Numbers included if appropriate?			
Ensure Good Arithmetic. Do the SCH listed on suggested degree plans add up to the number required for the degree program?			

*Attach a printed copy with needed changes in red ink.