

## 2013–2015 GRADUATE CATALOG REVISION SCHEDULE

2011	
<b>Week of Sept. 26, 2011</b>	Notification to College Deans/Department Chairs to begin 2013-2015 catalog revision process.
Oct. & Nov.	Graduate School sends reminders to departments.
<b>December 2, 2011</b>	<b>All catalog revisions for chapters 1-6 and summaries due to Graduate School in electronic format.</b>
2012	
<b>April 2012</b>	
April 3	Graduate Council approves chapters 1-6.
April 6	Graduate School submits revisions to Academic Publications.
<b>April – May 2012</b>	Academic Publications reads, checks course numbers, course descriptions, semester credit hours, etc.
<b>Early June 1<sup>st</sup> Dept. review</b>	Academic Publications posts revised catalog online. Notification is sent to colleges/departments from the Graduate School to review catalog files. Any questions are sent to departments.
<b>July 2012</b>	Any changes from departments (Graduate School must approve) are incorporated into files. Second read by Academic Publications.
<b>September 2012</b>	
Sept. 17	Request for Course Inventory updates is sent to departments. Due to Graduate School Oct. 1
<b>Sept. 17 Final Dept. Review</b>	Academic Publications posts final review documents online. Notification is sent to college/departments to review text online and submit signed verification forms to Academic Publications (due Oct. 1).
<b>October 2012</b>	
Oct. 1	Course Inventory update forms due to Graduate School; signed verification forms due to Academic Publications (Graduate School must review any changes).
Oct. 16	Academic Publications submits final documents, updated compare copies, and an Executive Summary to Graduate School.
Oct. 17	Graduate School submits final catalog to Chair of Faculty Senate and to Provost.
<b>November 8, 2012</b>	Faculty Senate approves catalog. <b>No changes may be made after FS approval.</b>

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<b>December 5, 2012</b>	Send <b>Institutional</b> Catalog Review Checklist, Executive Summary, memo, and catalog to UT System for approval, through the Graduate School.
	Academic Publications puts final text into InDesign while catalog is at System.
<b>2013</b>	
<b>January 2013</b>	Academic Publications works on bid proposal/print vendor contract.
<b>February 2013</b>	
Feb. 4	Graduate School requests faculty listing updates (chapter 7) from colleges/departments. Due Feb. 11
Feb 11.	Updated Faculty listing due to Graduate School.
	Academic Publications works with design consultants on finalizing cover.
	Recommended changes from System made to catalog.
<b>March 4-8 2013</b>	Catalog posted to Web for departments to review new format and updated faculty listing.
March 4	Exact page count to printer.
	Print-ready copy submitted to the Graduate School for approval before sending to printer.
March 18	Academic Publications sends files to printer.
March 28-April 15	Academic Publications receives proofs from printer and make necessary corrections (3 proof reviews).
<b>April 2013</b>	Academic Publications posts final 2013-2015 Graduate Catalog to Web.
<b>May 2013</b>	Printed catalogs delivered to University.