

2011–2013 GRADUATE CATALOG REVISION SCHEDULE

| | |
|---|---|
| Sept. 21, 2009 | Notification to College Deans/Department Chairs to begin 2011-2013 catalog revision process. |
| | |
| December 4, 2009 | All catalog revisions for chapters 1-6 and summaries due to Graduate School in electronic format. |
| | |
| April 2010 | |
| April 6 | Graduate Council approves chapters 1-6. |
| | Graduate School submits revisions to Academic Publications. |
| | |
| April – May | Academic Publications reads, checks course numbers, course descriptions, semester credit hours, etc. and reformats documents into catalog style. |
| | |
| June 1st Dept. review | 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. |
| | |
| July | Any changes from departments due to Graduate School (GS will approve and forward to Academic Publications). |
| | |
| September | Request for Course Inventory updates is sent out. |
| | |
| October 2010 Final Dept. Review | Academic Publications posts final documents online. Notification is sent to college/departments to review text online and submit signed verification forms to Academic Publications (GS will review any changes). |
| | Academic Publications submits updated compare copies to Graduate School (GS will send to Provost). |
| | Send Executive Summary and catalog to Chair of Faculty Senate. |
| | |
| November | Faculty Senate approves catalog. No changes may be made after FS approval. |
| December | Send Institutional Catalog Review, 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. |

2011–2013 GRADUATE CATALOG REVISION SCHEDULE

| | |
|---------------------|--|
| January 2011 | Academic Publications works on bid proposal/print vendor contract. |
| | |
| February | Graduate School requests faculty listing updates (chapter 7) from colleges/departments. |
| | Academic Publications works with design consultants on finalizing cover. |
| | Recommended changes from System made to catalog. |
| | |
| March | Updated faculty listing posted to Web for department review. |
| | Final copy submitted to the Graduate School for approval before sending to printer. |
| March 4 | Exact page count 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). |
| | |
| April | Academic Publications posts final 2011-2013 Graduate Catalog to Web. |
| | |
| May 13, 2011 | Printed catalogs delivered to University. |