

SECTION FIVE

CURRICULUM PUBLICATIONS

This section of the *Curriculum Handbook* discusses the *University Catalog: Catalog of Undergraduate and Graduate Studies*, the *Schedule of Classes*, and various University and departmental promotional brochures and handbooks, the authority to publish material.

In general, a common standard of expression and typographical quality is desirable among the various academic publications of the University. The University Office of Publications has responsibility for preparing or advising in the preparation of the graphic components of University publications. The common standard of expression is American English as given in the American College Dictionary, American Heritage Dictionary, or Meriam Webster's New Collegiate Dictionary.

The University Catalog

The *University Catalog: Catalog of Undergraduate and Graduate Studies* is the "publication of record" for the University. However, the catalog is neither a contract nor expresses the terms of a contract, explicitly or implicitly. The relationship of the University to the student is one governed instead by statutes, rules, and policies established by the California Legislature, the Trustees, the Chancellor, the President and their duly authorized designees. The *University Catalog* presents information arising from statute, rules, and policies, although the size of the catalog prohibits presentation of all of them. The catalog is issued under the authority of the Chancellor and the President. It is changed and updated by campus course-curriculum certifications, policy statements, Chancellor's Executive Orders, and "mandatory copy." "Editorial" changes are made in the catalog preparation process described below.

Catalog Production

Production of the catalog is carried out in the Office of Curricular Administration — Academic Affairs. Production schedule information is provided approximately one year in advance of the final deadlines for copy. Format of academic program information is provided separately. The general schedule for production of the *University Catalog* is shown in Table 5.1.

Typographical and content accuracy of catalog copy is the responsibility of the unit contributing it. Thus the departments and programs are responsible to their respective colleges for the production of catalog materials, whether through the Curriculum System or written edits.

The authenticity of curricular information provided by departments rests with the Dean of the college and with the Office of the Vice President for Academic Affairs.

The catalog editor will provide all academic areas with specific instructions concerning the method of making corrections to existing catalog copy. In general, the process is a mix between use of word-processing and standard editing. The catalog is self-published in the Office of Curricular Administration — Academic Affairs with a staff of one. It is important, therefore, that the staff not be encumbered with heavy text keyboarding responsibilities, but rather that the ability to import prepared text from departments and other offices be used to best advantage. No changes to the academic requirements of a program may be made as an edit. These are all imported from approved certifications or policy statements. All text of academic requirements submitted by departments is discarded. The thumb rule on whether to submit explanatory text via word-processing or by written edit is simply the rule of size. More than one line of text per paragraph should be word-processed; less than one line should be done by hand.

The Schedule of Classes

The *Schedule of Classes* is issued each semester prior to registration. It provides a list of University courses to be offered during the specified term and other general information and aids the student in registration and other matriculation processes.

The University Registrar provides departments with instructions on building the department schedule and is responsible for the production of the *Schedule of Classes*. Recommendations from faculty for

changes to the *Schedule* should be directed to the Office of Academic Affairs, Dean of Undergraduate or Graduate Studies as appropriate.

The currently approved courses for General Education are published in the *Schedule of Classes*. A course will meet the requirement for the category or subcategory of General Education indicated only if it is published in the *Schedule of Classes* for the term the student completes the course.

Department Brochures

Departments may develop departmental and program brochures, first-contact information flyers, and other enrollment management materials. The Office of School Relations will work directly with areas to develop the first contact flyers. The Enrollment Management staff will assist in the development of the other materials. Departments should seek additional resources from their college offices for development of brochures and student handbooks, used for advisement and clarification of departmental regulations.

Authority for publication of any document describing any University curriculum rests with the Vice President for Academic Affairs. Persons involved in the development of these materials should contact the Office of the Vice President for information regarding statements about the curriculum. The following policies regarding public relations and advisement materials are in force:

All enrollment, graduation, and other numerical or statistical data must be the same as those reported to the Office of the Chancellor, if reported at all. These data are available in the Office of Information Management and Analysis.

All degree and program information must be exactly those given in the *University Catalog*. Detail of program requirements in departmental brochures should be consistent with the *University Catalog* or the current Program Planner.

In the production of departmental brochures, no representation of any kind may be made promising or suggesting success, under University auspices or with University assistance, in securing or maintaining employment as a result of enrollment in or completion of the academic program.

Program Planners (rev. 9/97)

Program Planners are advising worksheets for individual academic programs based on the current *University Catalog*. Like the *Catalog*, they are dated by years and provide students with a summary of the academic requirements for which they will be held responsible for their "catalog year."

The Program Planners are updated each year by the department chair or designee. The Program Planner should reflect the certified curriculum changes from the previous year. An edit copy of the Program Planner is mailed out in May for the department to note those certified changes. The due date is not until the following fall semester but may be submitted during the summer. When the edit copy is received by the Curriculum department, a "master copy" is returned to the department. It is the financial responsibility of each department to duplicate as many copies as needed.