

SHSU Catalog: Review Guide and Process



Office of Academic Planning and Program Development
catalogs@shsu.edu



To be used in conjunction with the SHSU Catalog: Degree Program Audit Checklist

INITIAL REVIEW

- Carefully review and edit all necessary catalog content for the **2026-2027 Undergraduate and Graduate and Professional Catalogs**.
- Ensure the lists of academic programs within each department are complete and accurate.
- Ensure all specified Core Curriculum courses in the Degree Specific Requirements are marked with a footnote to denote double-dipping.
- Ensure all approved curriculum changes are reflected in the degree plan and all curriculum is under the appropriate header.
- For each undergraduate degree program, ensure changes/updates are completed to both the Course List and the Plan of Study.
- Ensure the Course List and Plan of Study sum to the correct total SCH.
- Ensure the Grade Point Average (GPA) restriction statements are correct.
- Ensure all dates, names, and contact information are up to date.
- Ensure all narrative text is accurate, clear, and grammatically correct.

NOTE: Double-Dipping – To prevent double counting of SCHs that are associated with major-specific courses that are also part of the Core, enter the hours in the **what you see : what you add** format (**3:0**), and add a footnote denoting Core Component Area requirement satisfied.

Common Errors

- A Core Curriculum course identified in the Degree Specific Requirements not properly “double dipped” and/or missing coordinating footnote
- Footnote sequencing errors (numerical) in the Course List and/or Plan of Study as well as in the Footnote listing
- Inconsistencies between the Course List and the Plan of Study

Catalog Review CANs and CANNOTs

- ✓ Add Bulleted Content
- ✓ Add Content Block Page Headers
- ✓ Add Course Bubbles to Inline Course References
- ✓ Add/Delete Courses to Degree Plans
- ✓ Reorganize Courses in a Degree Plan
- ✓ Update Content Block Information

Catalog Review CANs and CANNOTs

The following changes **CANNOT** be made during the Catalog Review Cycle:

Change Title of Courses / Degree Programs / Minors / Certifications / Departments / Schools / Colleges	This change requires Curriculum Approval.
Change Total of SCHs of a Degree Program / Certificate / Minor / Certification	This change requires Curriculum Approval.
Change Core Curriculum Courses (Component Areas) in Degree Program (Course List)	This change can only be made by Academic Planning and Program Development.
Enter Courses using the Comment Field	Information will not pull from Banner.
Add Tabs	This change can only be made by Academic Planning and Program Development upon request.
Add New Program and/or Concentrations / Tracks / Minors / Certificates / Certifications	This change can only be made by Academic Planning and Program Development upon request.
Change Faculty Listing	This information is pulled from Banner.
Change Course Descriptions	This change requires completion of Registrar's Office Course Description Change Request Form.

Headers: Defined

Core Curriculum	Degree Specific Requirements	Major	Minor	Electives
• Definition: Includes the specified courses and semester credit hours (SCHs) in each Component Area required to meet the Core Curriculum requirement of 42 semester credit hours.	• Definition: Includes coursework specific to the degree (e.g., BA, BS, BBA, etc.) but not part of the major.	• Definition: Includes coursework specific to the major, including major electives and major prescribed electives. • Major • Major: Foundation • Major: Electives • Major: Prescribed Electives • Major: Prescribed Advanced Electives • Major: Concentration • Major: Concentration Prescribed Electives	• Definition: Includes a minimum of 18 semester credit hours of coursework specific to the student's secondary area of study. • Minor: Required = Listing of restricted minors, requirements, or SCHs needed • Minor: Not Required = Footnote: A minor is not required for this degree program; however, a student has the option to add a minor, but to do so, additional semester credit hours will be needed above the degree program's stated total semester credit hours.	• Definition (Undergraduate): Includes coursework, if required, outside of the Core Curriculum, Degree Specific Requirements, Major, and the Minor needed to reach the specific total SCHs as well as the minimum 42 advanced hours. • Definition (Graduate): Includes coursework outside of the Major needed to reach the specified total SCHs. • Electives: General • Electives: Advanced General



Grade Point Average (GPA) Restrictive Statements

Students must earn a [2.0] minimum overall GPA in all coursework.	Students must earn a [3.0] minimum overall major GPA in all major coursework.	Students must earn a [2.0] minimum SHSU GPA in all coursework.	Students must earn a [2.5] minimum SHSU major GPA in all major coursework.
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Calculations **[Red font]**: Denotes variable, degree plan-specific values

Overall GPA = All courses under all headers (Core Curriculum, Degree Specific Requirements, Major, Minor, Major: Concentration, Electives), both SHSU + Transfer	Overall major GPA = All courses under the Major headers (Major: Foundation, Major, Major: Concentration, Major Prescribed Electives), both SHSU + Transfer	SHSU GPA = All courses under all headers (Core Curriculum, Degree Specific Requirements, Major, Minor, Major: Concentration, Major: Electives), only SHSU	SHSU major GPA = All courses under the Major headers (Major: Foundation, Major, Major: Concentration, Major: Prescribed Electives), only SHSU
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2026 – 2027 CATALOG REVIEW CYCLE TIMELINE



August 26, 2025

Catalog Editing
Opens to Department
Users and Catalog
Editors

Reviewers have 5 weeks
to complete review



September 30, 2025

Catalog Edits to be
Completed by
Department Users and
Catalog Editors

Catalog Editing Opens
to Academic Advising

Academic Advising
has 3 weeks to
complete review



October 21, 2025

Catalog Edits to be
Completed by
Academic Advising

Catalog Editing Opens
to the Dean's Office
and Catalog Approvers

Dean's Office and
Catalog Approvers
have 5 weeks to
complete review



December 2, 2025

Catalog Edits to be
Completed by Dean's
Office and Catalog
Reviewers

APPD Review Begins

APPD has 7 weeks
to complete review



February 3, 2026

Publication
Tasks Begin:
Catalog Edits to be
Completed by
APPD

APPD and
CourseLeaf have
7 weeks
to complete
publication tasks

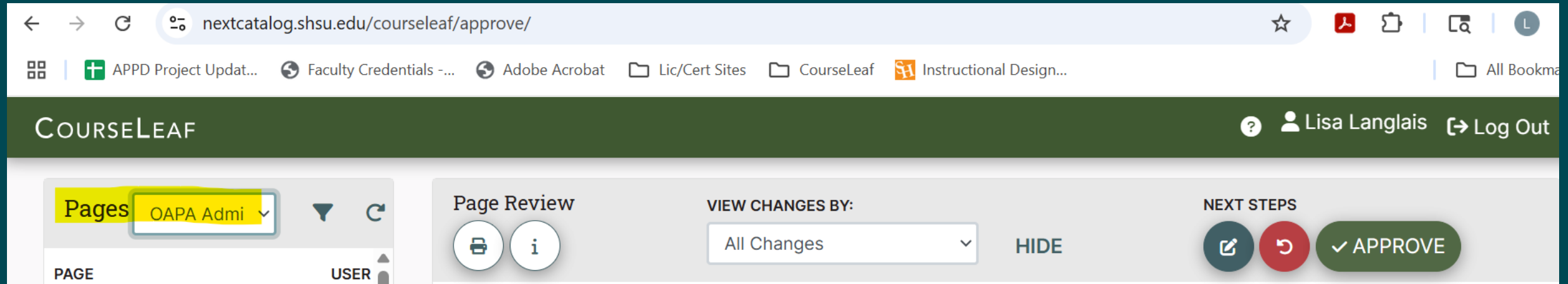


March (Week IV), 2026

**Catalog
Target
Publication
Date**

Helpful Hints:

- Preferred Browser: Google Chrome
- Open email from CourseLeaf and click on the link provided to begin editing OR log on to: <https://nextcatalog.shsu.edu/courseleaf/approve/>
- Make sure the **Pages** window box displays your “Role” in the workflow, not your name. Example: OAPA Admin



First Time User or Role Changed (Editor/Approver):

To gain access to the CourseLeaf system after access has been granted, a first-time user or user whose Catalog Role has changed will need to:

- Shut down computer (DO NOT merely restart)
- Turn the computer back on
- Log in using official SHSU username (no alias)

Please verify that when viewing your CourseLeaf Console, the appropriate “Role” is displayed in the *Pages* drop-down and not the user’s name.

CourseLeaf Help: <https://help.courseleaf.com/>

REMINDERS:

Changes to Course Descriptions:

Course descriptions cannot be edited using the CourseLeaf Academic Catalog Management Software. To request a revision to a course description, please submit a [Course Prerequisite and Course Description Change Request](#) to the Registrar's Office.

Changes to Faculty Listing:

Faculty listings cannot be edited using the CourseLeaf Academic Catalog Management Software. Following Catalog publishing (mid-March), the Office of Academic Planning and Program Development will prompt departments to review and update their faculty listings with any needed changes, additions, and/or deletions.

Questions?

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