

CATALOG OVERVIEW

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Sam Houston State University's Undergraduate and Graduate and Professional Catalogs are online publications maintained and published on a yearly cycle by the Office of Academic Planning and Program Development. Catalog content is developed, reviewed, and approved by the respective university units. The following provides administrative information and guidance related to SHSU's catalog review process.



Catalog Review Cycle



Out-of-Cycle Catalog Review



Resources & FAQs



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The review, edit, approval, and publication processes of the Undergraduate and Graduate and Professional Catalogs are managed using CourseLeaf Academic Catalog Management Software.



Catalog Review Cycle Timeline 2025-26

August 27, 2024 	<ul style="list-style-type: none">Catalog Editing Opens to Department Users and Catalog Editors<ul style="list-style-type: none">Reviewers have 5 weeks to complete review
October 1, 2024 	<ul style="list-style-type: none">Catalog Edits to be <u>Completed by Department Users and Catalog Editors</u>Catalog Editing Opens to Academic Advising<ul style="list-style-type: none">Academic Advising has 3 weeks to complete review
October 22, 2024 	<ul style="list-style-type: none">Catalog Edits to be <u>Completed by Academic Advising</u>Catalog Editing Opens to the Dean's Office and Catalog Approvers<ul style="list-style-type: none">Dean's Office and Catalog Approvers have 5 weeks to complete review
December 3, 2024 	<ul style="list-style-type: none">Catalog Edits to be <u>Completed by Dean's Office and Catalog Reviewers</u>Academic Planning and Program Development Review Begins<ul style="list-style-type: none">Academic Planning and Program Development has 7 weeks to complete review
January 28, 2025 	<ul style="list-style-type: none">Catalog Edits to be <u>Completed by Academic Planning and Program Development</u>Begin Publication Tasks<ul style="list-style-type: none">Academic Planning and Program Development and Course Leaf have 7 weeks to complete publication tasks
March Week IV, 2025 	<ul style="list-style-type: none">Catalog Target Publication Date

Catalog Program Removal Request

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Course Description Change Request

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Out-of-Cycle: Catalog Update Request

[Out-of-Cycle: Catalog Update Request form](#); This form is to be used to request an update (addition, deletion, or change) to a catalog page out of the catalog review cycle to the published 2025-2026 Catalog. All forms must be submitted within the **two-week window** provided below.

Please submit *only* completed forms to catalogs@shsu.edu

Out-of-Cycle Update Requests Timeline: April 1 - April 15, 2025

March Week IV, 2025



- "Catalog is Live and Online" Notifications are delivered to the university.
- Colleges/Departments are asked to review pages for errors.
- Errors should be reported within the following **two-week window, April 1 to April 15**.
- To ensure compliance with CPOS regulations and advising best practice, catalog revisions will be prohibited after the two-week period.

APPD Reviews Update
Requests



- Colleges/Departments can submit update requests using the [Out-of-Cycle: Catalog Update Request form](#).
- Please, email forms directly to catalogs@shsu.edu
- For updates to be considered, all signatures must be included on the form.
- Updates will not be considered without a completed [Out-of-Cycle: Catalog Update Request form](#) via email or phone.

April 15, 2025



- Last day to submit Catalog Update Requests using the [Out-of-Cycle: Catalog Update Request form](#).
- APPD will contact Colleges/Departments with status of update requests by April, Week III.

Approved Catalog Out of Cycle Updates:

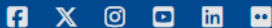
- Content Block Updates/Changes
- Administrative Content Updates/Changes
- Footnote and/or Note Additions / Deletions
- Degree Plan Additional Choice Options
 - Add course(s) to Selection; Add an "Or" Option to Required Courses
- Relocation of a Course Under a Different Header
 - Major: Foundation TO Prescribed Electives
- Deletion of Admission Requirements

NOT Approved Catalog Out of Cycle Updates:

- Addition of Admission Requirements
- Degree Plan Deletion / Addition of Required Course(s)
- Total Semester Credit Hour Increase or Decrease
 - Requires Curriculum Review and Approval

NOTE: New Minors, Certificates, and Degree Programs are added based upon implementation date and term.

Minors, Certificates, and Degree Programs are deleted based upon term.



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Where the Money Goes
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Public Access to Course Information
CARES