

## **E-mail Communication to Academic Deans Regarding Catalog Revision Cycle and Related Curricular Updates**

Dear (**Contacts Name**):

At this time, I am requesting updates/revisions for the 2014 -2016 Undergraduate Catalog. Please distribute the attached catalog sections to the appropriate individual(s) within your college for careful review and update. Please, note, however, that the 2014-2016 Undergraduate Catalog will be housed in the new operating system, thus the catalog is currently undergoing a design review. **Therefore, please disregard the current formatting and limit requested updates to only content.**

Please make catalog corrections and/or recommendations for changes electronically, utilizing the Track Changes option within Word, on the document(s) provided. To reduce the amount of reformatting required, it is extremely important that all changes are made within the document(s), rather than importing text from another file.

Furthermore, please ensure that pending curriculum changes (ie. those currently going through the curriculum cycle or those still pending approval at the THECB) should be denoted with asterisks and any asterisk denoting a previously pending change should be removed if approval was granted.

All recommendations for changes to the 2014-2016 Undergraduate Catalog should be routed through the appropriate Dean's Office and completed and returned via e-mail to me at [dcaplinger@shsu.edu](mailto:dcaplinger@shsu.edu) no later than close of day **Thursday, March 6<sup>th</sup>**. Please, be mindful that any update requests received after the due date will not be made until after the 2014-2016 Undergraduate Catalog goes live. If you have any questions and/or concerns, please, feel free to contact me at (4-4156).

I look forward to working with you on this project,

Dawn Caplinger

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