

TO: Faculty Senate ListServ  
FROM: Gigi Edwards, Editor, URI Publications Office  
RE: **2008–2009 Catalog Timeline**

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This is the schedule for **confirming and/or updating copy** in the URI Catalog. All changes must be submitted in writing according to the attached directions. Contact Gigi Edwards in the URI Publications Office at 4-4517 if you have any questions.

*March 3* —Due directly to Gigi Edwards: graduate front matter updates (pp. 115–122) and undergraduate front matter updates (pp. 3–46, *excluding interdepartmental minors*). **The “front matter” contains descriptions of general university policies and programs. You will receive a reminder memo shortly if you are responsible for any of this text.**

*March 10* — Due from department chairs to college deans: changes in undergraduate degree programs (pp. 47–114) and interdepartmental minors (pp. 35–39).

*March 27* —Final Senate meeting to approve significant changes to undergraduate curriculums (majors and minors).

*April 3*— Due from college deans to Gigi Edwards: complete textual changes to descriptions of undergraduate minors (pp. 35–39) and majors (pp. 47–114), including changes to course requirements and faculty listings for degree programs. **Publications cannot accept any changes directly from departments.** (*If necessary, deans may provide copy indicating that a new degree program is still pending BOG approval and refer students to the advisor or dean’s office for more information.*)

*April 7* —Due from college curricular committees via college deans to Curricular Affairs Committee: changes in undergraduate course descriptions requiring Faculty Senate approval.  
Due from college curricular committees via college deans to Graduate School, for Graduate Council action: changes in graduate course descriptions and graduate programs requiring Faculty Senate approval.

*April 28* — Due from deans and administrators to Gigi Edwards: changes to Administration (p. 297) and Visiting and Advisory Committee directories (pp. 328–330).

*May 1* — Due from department chairpersons to Graduate School: complete textual changes to descriptions of graduate programs, including departmental faculty listings (pp. 123–158).

*May 5*— Due from all department chairs to Faculty Senate: faculty directory changes (pp. 297–328). **Please eliminate obsolete names besides adding new ones.**

*May 15* —Final Senate meeting to approve course and program changes.

*May 19*—Changes to scholarships due from URI Foundation to Gigi Edwards. See <http://www.uri.edu/catalog/cataloghtml/loansscholarshipawards.html>.

*June 9*— Due from Graduate School to Gigi Edwards: changes to first half of graduate curriculums (pp. 123–141).

*June 23*— Due from Graduate School to Gigi Edwards: changes to balance of graduate curriculums (pp. 142–158).

*June 30*— Due from Faculty Senate to Gigi Edwards: all course descriptions (pp. 159–296). (*Department chairs will have received copies of course descriptions as approved by the Faculty Senate by June 16 and will have provided any corrections to Ms. Grubman by June 23.*)

*July 7*— Due from Faculty Senate to Gigi Edwards: faculty directory (pp. 297–328) .

*August 1*—Catalog due to printer.

*August 29*—Delivery of catalogs.