Cover Memo – **Arts and Sciences**

1. **Open the Word document** of your College Section of the Catalog, posted on the Graduate Coordinator's webpage at: http://www.grad.usf.edu/graduate-coordinators.asp (scroll to bottom of webpage)

2. **Go to your Program's listing** in the Word Document.

3. The listing has been revised to include any curriculum changes approved by Graduate Council from 1/4/09-10/19/09 and may include adjustments to the format we are moving to for standardization. A summary of approved Curricular changes is posted on the Grad Coordinator's website for your reference .

4. **Review the revisions and/or requests for information** (see comments) carefully. **If correction or information is needed copy and paste your listing into a new word document** – ***do not worry about the format of the page – this will be corrected for the "published" version – to retain the revisions shown in the original document, Unclick "Track Changes" in the original document before copying into your new word document. If you have questions, contact Carol Hines-Cobb at chinescobb@grad.usf.edu***

5. **Review the format**. If your degree requirements section is not in the new standard format, please revise the copy so that it is. Format your degree requirements to match the standard format of:

   Degree Program Requirements
   - Total Minimum Hours
   - Core Requirements
   - Concentration Requirements (if applicable)
   - Requirements
   - Comprehensive/Qualifying Exam Requirements
   - Total Thesis/Dissertation Hours Required
   - Thesis/Dissertation requirements (including notations if non-thesis option is available)
   - Other requirements (e.g. internship)

   - Sequence Information (if a cohort model)

6. **Review any Comments.** Comments have also been inserted for clarification of information or if there is a conflict between your program website's information and the information posted in the Catalog. The website **must** match the Catalog as the Catalog is the official approved source. If you wish to change the Catalog to match the program, submit a Change of Program form for approval.

7. **Make Changes.** Use "Track Changes" to make your requested revisions on your Word Document. **DO NOT MAKE CHANGES TO THE DOCUMENT POSTED ON THE WEBSITE.** Make changes to the document you created with the copy pasted into it. Only approved curricular revisions may be made. Make sure degree requirements add up to the total minimum hours required

8. **SAVE your document.** Once you have made your changes, save your word document with the name of the document as: Catalog_College_Program_Name_Degree or Catalog_College_Concentration_Name_Program_Degree

   Ex: Catalog_AS_History_MA
   Or Ex: Catalog_AS_Cell_and_Molecular_Biology_Biology_MS

9. **Email your revisions to Lisa Avari-Cooper in CAS, who will coordinate sending the revisions to Carol Hines-Cobb in the Graduate School by the Nov 20 deadline.**