

## **General Administration Guidelines and Suggestions for *Catalog Copy***

### **PROVIDE AN OVERVIEW**

State degree and program name offered, and number of hours required for completion. *Make prerequisites explicit. Avoid hidden prerequisites.* Truth in packaging is an essential component of University integrity.

### **DESCRIBE DEGREE PROGRAM**

A short description assists students in understanding the scope and emphasis of the program. It may include the preparation necessary to complete all requirements.

### **LIST COURSE REQUIREMENTS**

The course requirements (course numbers and titles) should follow each program heading.

### **LIST CONCENTRATION OPTIONS**

Following the core course requirements, list the “emphasis” or “concentration” areas (not to be confused with “tracks,” “programs,” or “other degrees offered.” The concentration or emphasis area should clearly indicate the number of hours required as well as course requirements.

### **Format Questions**

Please contact the APC Chair to discuss formatting and answer questions about submitting APC documents.