

Timeline 2014-2015 Catalog Preparation

November 4 – 8	Catalog components will be distributed electronically to responsible party for updating/revision. Specific instructions will be provided.
November 11-13	Associate Provost will meet with University Publications to discuss production of catalog.
December 9	ALL components of catalog are due electronically. No paper updates will be accepted.
December 10 – January 3, 2014	Designated editor(s) will review the submissions and provide feedback to Associate Provost for revisions and modifications.
Jan 6, 2014	Components will be redistributed to responsible party for review of updates and comments. Associate Provost will submit design cover request to University Publications.
January 13	Responsible parties will submit comments and additional revisions/updates to Associate Provost.
January 14 – 24	Designated editor(s) will review the submissions and provide feedback to Associate Provost for revisions and modifications.
January 27 – 31	Revisions will be completed by Associate Provost and editor(s).
February 3	Academic components only will be redistributed to responsible party for final review and comment.
February 7	Final drafts will be submitted to Associate Provost.
February 10-14	Final revisions will be made and sent to University Publications for formatting.
February 17- 28	Formatting will be completed and final proof sent to Associate Provost.
March 3	Associate Provost will review the proof and submit changes/updates to University Publications and Print Services. If no changes, Associate Provost will approve the catalog for printing.
March 7-15	PDF version of catalog will be posted online.
March 7 - March 15	Print version of catalog will be processed.