

2026-27 GENERAL CATALOG REVIEW CHECKLIST

This is meant to serve as a quick reference checklist for reviewing catalog pages. Please visit the General Catalog Editing and Review webpage for complete details and contact registrar-publications@uiowa.edu with any questions.

Other Reminders as You're Editing

- Please do not edit the page format. Each page is reviewed annually to ensure headers, tables, capitalization, punctuation, and layout align with UI editorial standards, meet accessibility requirements, and display correctly in the archival PDF.
- For curriculum changes, update course tables by adding or removing courses from existing tables—do not delete and recreate a table.
- MAUI Course Library is the authoritative source for course attributes (title, description, requirements, prerequisites, semester hours). Changes to these attributes must be made in MAUI.
- Please do not use the "Rollback" button; contact the catalog team if you have concerns that you think may require a page rollback.

Landing Page

Landing pages are non-Program of Study pages used for navigation and general department or college information. Please review the following details:

- ☐ Administrator's list (should match how the name is listed on the [catalog's Faculty page](#))
- ☐ All tabs on your page, including the following:
 - ☐ Overview
 - ☐ Programs (mostly edited by the catalog team)
 - ☐ Courses (course information flows to this page from the MAUI Course Library)
 - ☐ Other tabs specific to your department or college

Program of Study Page

Please review the information in the following tabs:

- ☐ Overview (often includes learning outcomes; certificate pages do not have an Overview tab)
- ☐ Requirements (shows curricular requirements)
 - ☐ All text on this tab
 - ☐ Requirements summary table (if applicable)
 - ☐ Course tables
- ☐ Academic Plans
 - ☐ Review the Degree in Three and Four-Year Graduation Plan information (if applicable) to ensure it reflects any requirement changes.
 - ☐ Leave the placeholder text under the Sample Plan of Study header unchanged; an updated Sample Plan will be imported from MAUI by the Sample Plans team.
- ☐ Other tabs specific to your Program of Study (i.e., Honors, Combined Programs, Admission, Career Advancement, etc.)
- ☐ Note: The GE CLAS Core, Common BBA Requirements, and Graduate Education tabs are shared content and are edited at the collegiate level