GENERAL CATALOG REVIEW CHECKLIST

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

Visit the **Curriculum Management Office Hours** for additional assistance.

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.
    - Program of study names, for example, are not capitalized (i.e., journalism and mass communication, BA rather than Journalism and Mass Communication, BA)
    - If you are changing requirements substantially enough to necessitate editing headers and tables, please reach out to our team for guidance.
- 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**)
- Information on ALL tabs on your page, which will generally include 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)
- Requirements (shows curricular requirements)
    - All text on this tab
    - Requirements summary table (if applicable)
    - Course tables
- The GE CLAS Core, Common BBA Requirements, and Graduate Education tabs are shared content and are edited at the collegiate level. To review the content of these shared tabs, you can visit the **live catalog**. It's important to keep this content in mind so you are not duplicating information.

- Academic Plans
    - Review the Four-Year Graduation Plan information (if applicable) to ensure it reflects any requirement changes.
    - Please do not upload a Sample Plan or make any edits to the information under the Sample Plans header on the Academic Plans tab. The Sample Plans team will do this when they review your page. Sample Plans edits happen during the editing cycle and into the summer.
- Other tabs specific to your Program of Study (i.e., Honors, Combined Programs, Admission, Career Advancement, etc.)