**SHSU Catalog: Degree Program Audit Checklist**

Office of Academic Planning and Program Devlopment

Sam Houston State University

**I****nitial Review**

* Ensure the lists of academic programs within each department are complete and accurate.
* Ensure all approved curriculum changes are reflected in degree plans.
* For degree plans, ensure updates are completed to both the Course List (Overview tab) and the Plan of Study.
* Ensure degree plans (SCH) sum to correct totals on both the Course List and Plan of Study.
* Ensure all dates, names, and contact information are up to date.
* Ensure all narrative text is accurate, clear, and grammatically correct.

**College and Department Pages**

|  |  |
| --- | --- |
|  | **College Page**: |
|  | Reviewed Program Tab listing |
|  | Reviewed Administrative Officers Listing / Chairs match Departments |
|  | Copyedit conducted: checked grammar, punctuation, and spelling |
|  | **Department Page**: |
|  | Reviewed Program Tab listing / Checked on Navigation |
|  | Reviewed Faculty (Director / Chair listed) |
|  | Reviewed Courses (Appropriate Level) |
|  | Copyedit conducted: checked grammar, punctuation, and spelling |

**College and Department Pages Comments:** Enter comments here.

**Minors**

|  |  |
| --- | --- |
|  | Copyedit conducted: checked grammar, punctuation, and spelling |
|  | Footnotes sequenced properly |
|  | Courses sequenced properly: Alphabetically and Sequential |
|  | Appropriate use of Headers: Bold |
|  | Appropriate use of Noted Content, checked grammar, punctuation, and spelling |
|  | \*Not Allowed: Title changes / Total SCH Changes / Comment entered courses / Addition of Tabs / Addition of New Degree Plans and/or Concentrations |

**Minors Comments:** Enter comments here.

**Certificates**

|  |  |
| --- | --- |
|  | Reviewed the **Curriculum tab**: |
|  | Footnotes sequenced properly |
|  | Courses sequenced properly: Alphabetically and Sequential |
|  | Appropriate use of Headers: Bold |
|  | Appropriate use of Noted Content: **Note** (for one entry) **Notes** (for two or more entries) |
|  | Copyedit conducted: checked grammar, punctuation, and spelling |
|  |  |
|  | \*Not Allowed: Title changes / Total SCH Changes / Comment entered courses / Addition of Tabs / Addition of New Degree Plans and/or Concentrations |

**Certificates Comments:** Enter comments here.

**Graduate Degree Plans**

|  |  |
| --- | --- |
|  | Review the **Description tab**: Copyedit conducted for grammar, punctuation, and spelling |
|  | Appropriate use of Headers, Bold: Nesting of Catalog Page |
|  | All needed linked material linked; Course Bubbles applied to any identified courses |
|  | Review the **Admission tab**: Copyedit conducted for grammar, punctuation, and spelling |
|  | Appropriate links are present: *Office of Graduate Admissions; Graduate Application; Application Fee* links |
|  | Review the **Requirements tab**: Copyedit conducted for grammar, punctuation, and spelling |
|  | Appropriate use of Headers, Bold: Nesting of Catalog Page |
|  | All needed linked material linked |
|  | Review the **Curriculum tab**: Copyedit conducted for grammar, punctuation, and spelling |
|  | Footnotes sequenced properly |
|  | Courses sequenced properly: Alphabetically and Sequential |
|  | Appropriate use of Headers: Bold; Course Bubbles applied to any identified courses |
|  | Appropriate use of Noted Content: Note (for one entry) Notes (for two or more entries) |
|  | Review the **Marketable Skills tab**: Copyedit conducted for grammar, punctuation, and spelling |
|  | Action Verbs Used (Ex. Express ideas in written, oral, and visual communication.) |
|  |  |
|  | \*Not Allowed: Title changes / Total SCH Changes / Comment entered courses / Addition of Tabs / Addition of New Degree Plans and/or Concentrations |

**Graduate Degree Plans Comments:** Enter comments here.

**Additional Comments**

Click or tap here to enter text.

**Undergraduate Degree Plans**

|  |  |
| --- | --- |
|  | **Course List = Plan of Study** |
|  | **Verify all Courses**, Course-by-Course (Verbatim Match between the Course List and the Plan of Study) |
|  | Identical Course Options: “Or” Courses / “And” Courses / Course Selection Options |
|  | Use of same Course Identifiers/Headers: Ex. Prescribed Electives vs Electives |
|  | **Core Curriculum Degree Specific Courses** |
|  | Required footnotes present |
|  | Checked for Double Dipping – to prevent double counting SCHs that are associated with major-specific courses that are also part of the Core, enter those hours in the “what you see: what you add” format (3:0) |
|  | **Footnotes** sequenced properly |
|  | Course List: Alphabetically / Sequential |
|  | Plan of Study: Core Component Area / Alphabetically and Sequential |
|  | **Courses** sequenced properly |
|  | Course List: Alphabetically / Sequential |
|  | Plan of Study: Core Component Area / Alphabetically and Sequential |
|  | Appropriate Use of **Headers**: Bold in degree plan / Nesting of Catalog Page |
|  | **Plan of Study:** Verified that all courses listed in the Course List are present in Plan of Study |
|  | 3 “Or” Options can stay in Plan |
|  | 4 or more “Or” Options need separate Course Listing of Course Options (table) |
|  | Minimum of **120 SCH** with all Double Dipping Accounted for. Footnote Addition: Additional (Prefix, if applicable) Electives may be necessary depending on student course selection with Core Curriculum overlap. |
|  | Appropriate Use of **Noted Content:** Note (for one entry) Notes (for two or more entries) Listed below Header |
|  | Review the **Marketable Skills tab**: Copyedit conducted for grammar, punctuation, and spelling |
|  | Action Verbs Used (Ex. Express ideas in written, oral, and visual communication.) |
|  |  |
|  |  |
|  | \*Not Allowed: Title changes / Total SCH Changes / Comment entered courses / Addition of Tabs / Addition of New Degree Plans and/or Concentrations |

**Undergraduate Degree Plans Comments:** Enter comments here.

**Additional Comments**

Click or tap here to enter text.