




## Memorandum

January 13, 2010

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FOUNDATION DISTINGUISHED PROFESSOR OF PSYCHOLOGY  
COLLEGE OF ARTS AND SCIENCES

To: College of Arts and Sciences Department Chairs and Program Directors

From: Mary Anne Fitzpatrick 

Re: Curricular Information on Department and Program Web Sites

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I write to request that each of you thoroughly review your departmental and program web sites to ensure that curricular information is accurate and up-to-date.

All of us are aware of the important information our web sites provide to our diverse constituencies, including current faculty and students and those we hope to recruit. Later in the Spring 2010 term, our web sites will be also be examined by SACS reviewers; discrepancies in curricular information between our web sites and the University *Bulletins* will be problematic in our upcoming reaffirmation process.

In reviewing your web site, please note that the University Undergraduate and Graduate *Bulletins* are the authoritative sources for curricular information. Curricular information that appears on departmental and program web sites must be consistent with the *Bulletins*.

Curricular information includes:

- lists of degrees and majors;
- names of degrees and majors;
- requirements for degrees and majors;
- names of formal tracks, concentrations, fields, and emphases;
- requirements for formal tracks, concentrations, fields, and emphases;
- names of minors;
- requirements for minors;
- course descriptions;
- admission and progression requirements.

Please note that the simplest way to ensure consistency with respect to requirements and course descriptions is to link directly to the University Undergraduate and Graduate *Bulletins*.

Please review your web sites and make any necessary corrections by **April 1, 2010**. Also, by April 1, please confirm that you have reviewed the curricular information listed above and made any necessary corrections to your web site. Please forward your confirmation in electronic form to Mary Ann Byrnes.

If you have questions about this process, please contact Mary Ann Byrnes at 777-5371 or [byrnes@sc.edu](mailto:byrnes@sc.edu)