

YOUR WORKING CHECKLIST

Course catalog versus syllabus for academic content review

When is a course catalog entry insufficient for a syllabus request?

A catalog usually summarizes a course, while a syllabus may describe a specific term's content, hours and assessments. Ask the recipient what detail it needs and identify the version supplied; do not present a current catalog as evidence of an earlier course's exact content.

Check the boxes on screen or by hand. Use the notes area for records to find and questions to ask.

Your preparation checklist

- ☐ Compare requested detail with actual source
- ☐ Identify term and version
- ☐ Ask the department about archived records

Notes and questions to follow up

Source links and current instructions

Sources checked October 25, 2026. Follow current instructions at the linked institution.

U.S. Department of Education: Recognition of foreign qualifications

<https://www.ed.gov/about/initiatives/international-affairs/recognition-of-foreign-qualifications>

Return to the complete guide

<https://immigrantinsider.com/education/course-catalog-versus-syllabus/>

General information

This free organizer is not a government form and does not submit an application, establish eligibility, preserve a deadline or replace individual legal advice. Government filing fees and professional services are separate.