



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 77.22, **Catalogs**

PURPOSE: This Texas Tech University Health Sciences Center Operating Policy (HSC OP) defines the processes, timelines, and responsibilities for the publication, maintenance, and archival of the annual academic catalog.

REVIEW: This HSC OP will be reviewed by the Associate Provost for Student Affairs 1 of every odd-numbered year (ONY) in consultation with the Registrar, the Student Affairs Committee, Academic Affairs and Curriculum Committee, and Academics Council.

POLICY/PROCEDURE:

1. **Background:** The catalog is published annually by TTUHSC and has been adopted as a rule of the University pursuant to the provision of the Texas code. Published editions serve as the official academic record for an academic year, in effect from May 1 to April 30. The catalog provides official university rules, policies, and regulations; it establishes minimum eligibility requirements for admission and reflects degree requirements; it provides approved calendar and curricular information; and it contains general information about the University community, the University, and its services and facilities.
2. **Guidelines** The academic catalog impacts every aspect of university life and every function across divisions of the university. Therefore, the following principles will guide catalog development.
 - a. The creation, elimination, or other modification of programs, courses, or degree requirements, or any other curricular changes approved through the established processes of the university curriculum committees before February will be included in the catalog for the upcoming academic year, provided any requirements under the [Substantive Change Reporting Policy, 60.04](#) and the [Development, Revision, or Termination of Academic Programs and Units Policy, 60.11](#) have been met.
 - b. New courses may be offered once they have been published in the catalog. Course restrictions and prerequisites are enforced as published in the catalog.
 - c. In accordance with [TEC 51.842 \(d\)](#) Not later than one year before the date that applications for admissions and competitive scholarships are first considered for a graduate or professional program, each general academic teaching institution or medical and dental unit shall publish in the catalog of the institution or unit a description of the factors to be considered by the institution or unit in making those admissions and competitive scholarship decisions and shall make the information available to the public.
 - d. The catalog shall be published annually. The timeline for publication will be determined by the Registrar, and approved by the Provost or designee.
 - e. The catalog is approved by the Registrar and Provost or their designee before publication.
3. **Catalog Selection:** TTUHSC catalogs will be published and take effect on May 1 of each year.
 - a. *Current students:* Current students are held to the catalog requirements in effect at the time of their initial matriculation to their TTUHSC program. On a case-by-case basis, students may follow a more recent catalog, but never a catalog prior to the student's matriculation.

- b. *Former students:* Students who re-enter TTUHSC after an absence of two or more semesters, excluding summer session, must meet the requirements of the current catalog, or submit a catalog change request to their designated program leader requesting to use degree/major requirements from a past catalog, up to five years prior to the term of re-entry. Former students must have attended during the year of the catalog they choose to use.

4. **Oversight, Review, and Responsibilities:**

- a. The Registrar is responsible for approving, publishing, maintaining, and archiving the catalog; coordinating regular reviews and updates of the catalog; setting the annual deadline for catalog changes and updates, and ensuring that approved additions or other modifications are made.
- b. The Provost, or their designee, will have final approval of the catalog content in accordance with university processes and SACSCOC standards.
- c. Department Chairs, Program Directors, and/or designated program leadership are responsible for ensuring the information in the catalog about their department and its programs is correct, current, and reviewed by the department at least annually, and to submit requests for any corrections or edits to the Registrar prior to the publication deadline.
- d. It is the student's responsibility to ensure that they are using the correct catalog. If there is any question about which catalog to use, students should consult an advisor. Prospective students should use the most current catalog.

5. **Publication and Dissemination:** The officially adopted catalog shall be published on the campus catalog website. The catalog for the upcoming academic year is published May 1 of each year.

6. **Catalog Retention and Archival:** As required by the State of Texas Records Retention Schedule, TTUHSC permanently archives all academic catalogs. Physical copies of catalogs published before the online archive are stored in each Dean's office to meet SACSCOC reporting standards and to ensure accessibility for institutional review and historical reference. Each catalog is formally archived when the following year's edition is published.

7. **Revisions:** The revision period for catalog revisions will open on August 1 each year. Updates to the material listed within the catalog will be completed annually by the individual schools by February 1.

No school, department, or other unit may change or supplement the academic catalog online or in print or include its own degree requirements in a separate listing that differs in content from the official academic catalog.

Additions or modifications to non-course or programmatic information in the catalog are subject to the approval of the Registrar and Provost or their designee and may be requested at any time during the year. If submitted and approved prior to the Registrar's deadline for publication, these will be incorporated into the catalog for the upcoming academic year.

Effort is made to ensure the accuracy of information. However, all courses, course descriptions, degree requirements, and fees are subject to change.

Changes to the catalog are not permitted after the publication date, with the following exceptions:

- a. Correction of an obvious typographical error or error in graphics
 - b. With the approval of the Provost or designee:
 - o Correction of an error, confirmed by documented approvals
 - o Change to department structure or faculty
 - c. In exceptional circumstances and at the direct request of the Provost or AACC:
 - o Change to courses, degrees, or policy requirements
 - o The addition of a new program
 - d. At the request of the Provost, changes required by law, regulation, or accreditation requirements
8. **Emergency Adjustments to the Catalog:** In the event of unforeseen circumstances such as natural disasters or public health crises, the Provost in consultation with the Deans is authorized to modify the academic catalog to ensure the safety and continuity of instruction. Adjustments will be developed and communicated promptly through the Registrar and other official channels, with input from key stakeholders as necessary. All changes will be documented in the official catalog and reviewed for effectiveness to ensure transparency and accountability.
9. **Evaluation of Catalog Effectiveness:** The effectiveness of the catalog will be evaluated through periodic reviews conducted by the Registrar and Provost or their designee. This evaluation will assess how well the catalog meets the needs of students, faculty, and staff, and will consider feedback from stakeholders. The AACC will use this information to make necessary adjustments and improvements, ensuring that the catalog remains responsive and effective in supporting the institution's academic goals and operational requirements.
10. **Compliance:** TTUHSC complies with standards 10.1 and 10.2 of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Principles of Accreditation: Foundations for Quality Enhancement by publishing an online academic catalog, which serves as a principal policy document. Information in the catalog relates primarily to curriculum requirements and matters relating to academic policies and procedures, as well as general guidelines for enrollment and degree completion. It also includes the official academic calendar and information and policies relating to tuition and fees, financial aid, and academic and student support services. TTUHSC complies with standard 10.3 of the SACSCOC Principles of Accreditation: Foundations for Quality Enhancement by providing online or hard copy access to archived catalogs.

The academic catalog complies with the [Texas Administrative Code \(TAC\) Title 19, Education, Part 1, Chapter 4, Subchapter B, Rule §4.25](#). This rule establishes the requirements and guidelines for academic institutions within the state of Texas, ensuring that the catalog accurately reflects the institution's degree programs, course offerings, policies, and procedures.