

# UP 61.99.99.H0.01    Production of Official University Catalog



Approved: April 30, 2012  
Revised: January 14, 2013  
Revised: March 2017  
Next Scheduled Review: March 2022

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## Procedure Statement

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The publication of an official catalog for each academic year is critical to ensure the transmission of accurate and timely information to internal and external stakeholders regarding academic affairs and related issues.

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## Reason for Procedure

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The purpose of this procedure is to provide expectations regarding responsibilities and timelines for production of the official university catalog.

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## Procedures and Responsibilities

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1. Publication of Materials
  - 1.1 The official university catalog for each academic year will be published online on the university's website by the date provided in this procedure.
  - 1.2 Local or state funds may be used for the publication and /or distribution of the university catalog.
2. Responsibilities and Timelines
  - 2.1 All revisions to the official university catalog for the subsequent academic year must be entered into the online catalog system, CourseLeaf Catalog (CAT), during the timeframe published by the Registrar's Office and be complete **no later than March 1<sup>st</sup> of each year**. Revisions to the official university catalog must have received internal and external (as required) approval.
    - 2.1.1 Academic Deans shall be responsible for the accurate and timely submission of all college-specific revisions.
    - 2.1.2 The Registrar or designee shall be responsible for the accurate and timely submission of all general academic revisions as verified by the Provost and Vice President for Academic Affairs.
    - 2.1.3 The Director of Financial Aid or designee shall be responsible for the accurate and timely submission of all revisions related to student

- financial aid and scholarships.
- 2.1.4 The Director of Admissions or designee shall be responsible for the accurate and timely submission of all revisions related to student admissions.
  - 2.1.5 The Bursar or designee shall be responsible for the accurate and timely submission of all revisions related to financial information (e.g., tuition and fee changes, payment schedules).
  - 2.1.6 The Assistant Vice President for Student Success or designee shall be responsible for the accurate and timely submission of all revisions related to academic advising and student success.
  - 2.1.7 The Assistant Vice President of Student Affairs or designee shall be responsible for the accurate and timely submission of all revisions related to Student Affairs.
  - 2.1.8 Other areas as identified by the Registrar's Office shall be responsible for providing accurate and timely information in order to meet revision and publication deadlines.
- 2.2 The Registrar's Office will review all revisions to the official university catalog prior to publishing the catalog and will make the catalog available on the university's website in mid-May (before new student orientations).
- 2.3 The Registrar's Office will maintain documentation according to the records retention schedule.

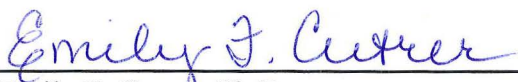
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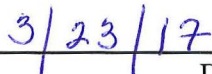
## Contact Office

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Registrar's Office  
(903) 334-6601  
[catalog@tamut.edu](mailto:catalog@tamut.edu)

Approved:

  
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Emily F. Cutrer, Ph.D.  
President, Texas A&M University-Texarkana

  
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Date