

- Minutes of meetings in which academic policies are modified or approved.
- Examples of policies that pertain to distance education, to course delivery at off-campus sites, branch campuses, dual enrollment, and for competency-based educational programs, or evidence that policies do not differ in any of these circumstances.

Reference to SACSCOC Documents, If Applicable

SACSCOC policies: [Agreements Involving Joint and Dual Academic Awards](#)
[Direct Assessment Competency-Based Educational Programs](#)
[Distance and Correspondence Education](#)
[Institutional Obligations for Public Disclosure](#)
[Substantive Change Policy and Procedures](#)

This standard requires a policy or procedure; see Appendix A of this document for implications. See also:

SACSCOC Good Practices: [Developing Policy and Procedures Documents](#)

Cross-References to Other Related Standards/Requirements, If Applicable

Standard 10.2 (*Public information*)
 Standard 12.3 (*Student rights*)
 Standard 14.2 (*Substantive change*)

10.2 The institution makes available to students and the public current academic calendars, grading policies, cost of attendance, and refund policies. (*Public information*)

Rationale and Notes

Good educational practice suggests that the institution's constituents be informed about matters such as academic calendars, grading policies, and refund policies. Such policies and calendars are published and widely distributed.

NOTE

Even if some of these policies were discussed in Standard 10.1 (Academic policies), information related to how they are made available to students and to the public should be repeated here.

Questions to Consider

- How does the institution make current academic calendars, grading policies, and refund policies available to students and other constituents?
- Are these policies made available across all delivery locations and modes of instruction?
- Are there separate policies for graduate and undergraduate students?

Sample Documentation

- Publications that include information about academic calendars, grading policies, and refund policies.
- Details on how this information is provided to students taking distance education classes, at off-campus locations, or via other modes of delivery such as competency-based education.

Reference to SACSCOC Documents, If Applicable

SACSCOC policies: [Agreements Involving Joint and Dual Academic Awards](#)
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Cross-References to Other Related Standards/Requirements, If Applicable

Standard 10.1 (*Academic policies*)

10.3 **The institution ensures the availability of archived official catalogs, digital or print, with relevant information for course and degree requirements sufficient to serve former and returning students.** (*Archived information*)

Rationale and Notes

An institution is obligated to provide to its students, constituents, and the public information about itself that is complete, accurate, timely, accessible, clear and sufficient. Regardless of the name assigned to the publication, the college catalog is one of the most critical publications at any higher education institution. The catalog describes the institution consistent with its mission statement and sets forth the obligations and responsibilities of both students and the institution.