

## 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](#)  
                              [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 10.1    *(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.

Because of its importance, the catalog is critical not just in its current edition. Former students often need information pertinent to the course of study and courses taken when they were students. Admissions officials at other institutions and employers are other constituents who often need information from past catalogs. Institutions utilizing print catalogs generally already have long-standing policies for maintaining archival copies. This current standard also emphasizes the importance of this material for archival versions of digital catalogs, including web-based catalogs. If only print catalogs are available, the institution should provide evidence that information on where/how to access the printed documents is available to students and other constituents.

### Questions to Consider

- Who is responsible for ensuring archival versions of catalogs are maintained?
- Where are print copies of past catalogs maintained?
- How do former students access the catalog of record for when they were at the institution?
- Is information as to how to obtain access to a former catalog easily accessed by former students and by the general public?
- What are the institution's policies and procedures for updating catalog information?
- How are constituents notified of changes to course offerings or the requirements needed to earn a specific credential?

### Sample Documentation

- Details on where archival versions of catalogs are maintained.
- Information on how the catalogs can be accessed by the public.
- Evidence that information is available to the public.

### Reference to SACSCOC Documents, If Applicable

SACSCOC policies: [Institutional Obligations for Public Disclosure](#)

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

Standard 9.7 (*Program requirements*)