Academic Catalog Policy

Version: 1.0

Responsible University Official: Provost

Version Effective Date: October 1, 2024

1.0 Introduction

SLU's academic programs, policies, and procedures are intentionally modified regularly to meet changing student and institutional needs. Further, SLU is committed to providing updated, accurate information about its academic programs, policies, and procedures for current and prospective students, faculty and administrative officers, and other education or allied agencies.

Multiple external constituencies – including our institutional accreditor, the Higher Learning Commission; program accrediting bodies; the U.S. Department of Education; the Veteran's Administration; and the National Collegiate Athletics Association – require SLU to both establish and operate in full accordance with an academic catalog that is, essentially, unchanged for an academic year.

For institutional, accreditation, and compliance purposes, SLU must maintain an authoritative, time-based, annual record of its academic programs, policies, and procedures; the *Academic Catalog*, as defined herein, is that record. This policy codifies the nature and scope of the Academic Catalog and establishes the procedures and deadlines by which the Academic Catalog may be updated annually.

2.0 Scope

2.1 This policy applies to all academic programs and related policies and procedures, at all SLU locations nationally and internationally.

3.0 Definitions

3.1 **Academic Catalog**. The Academic Catalog ("Catalog") is the University's official, annual record of our academic programs, policies, procedures, and related information. When discrepancies exist between an academic catalog and any student handbook, academic program handbook, other publication, policy, or related information, the catalog supersedes all others.

3.2 **Catalog Year**. The "Catalog Year" corresponds to an Academic Year and consists of consecutive Fall, Winter, Spring and Summer terms.

3.3 **Catalog of Record**. A student's catalog of record is defined in the Catalog of Record policy.

4.0 Catalog Purpose, Format, and Required Contents

4.1 The Catalog does not constitute a legally binding contract between SLU and its students. A statement to this effect must always be published as part of the Catalog.

4.2 The Catalog is – *internally, organizationally* – "quasi-contractual" and serves as the annual record of all academic programs, policies, procedures, and related information by which all academic and related activity conducted by SLU faculty, advisors, academic leaders, and others for the given catalog year is to be governed.

4.3 The Catalog will be published electronically on the University Catalog website at catalog.slu.edu with an option to view the entire catalog as a single PDF.

4.4 The Catalog must include the following:

A. General information about the University, including but not limited to the following:

i. An overview of the University, including its history and mission,
ii. An overview of the University's accreditation via the Higher Learning Commission,
iii. An overview of the University's Board of Trustees, including a list of all current trustees, and
iv. An overview of the University's leadership, including the President and Vice Presidents, as well as the organizational divisions and offices led by these University leaders.

B. "Student Consumer Information," including but not limited to policies and procedures related to student complaints, as required by the Higher Education Opportunity Act of 2008, the Higher Learning Commission, the U.S. Department of Education, and any state higher education authorities as applicable.

C. All University-level admission policies.

D. All University-level Student Financial Services policies – including policies governing refunds of tuition and fees.

E. All University-level academic policies.

F. All curricular and supplemental information for Academic Programs, as defined in the Policy on Academic Definitions.

a. Curricular Requirements:
i. All curricular requirements that require formal academic approval, including minimum eligibility requirements for graduate/professional admission and requirements for program completion (including, but not limited to, continuation standards and all course and non-course requirements).
ii. Undergraduate degree curricular requirements must be composed of these three components: the University Undergraduate Core Curriculum, the academic major (including its concentrations, as applicable, and electives within the major) and electives outside of/beyond the major.
iii. Graduate/Professional degree curricular requirements must be composed of these two components: program requirements and, if applicable, program electives.

b. Supplemental Information:

i. Supplemental information about each SLU academic program, which does not require formal academic approval, including but not limited to the following:

1. An overview of the academic program addressing the academic and professional nature and purposes of the program, program distinctions, and potential careers for which the program intentionally prepares its graduates.
2. Any applicable programmatic accreditation information (in compliance with accreditor and U.S. Department of Education requirements).
3. Any applicable professional licensure information (in compliance with accreditor and U.S. Department of Education requirements).
4. Formally designated, program-level student learning outcomes (SLOs).
5. A "roadmap" providing a typical path through the academic program on a term-by-term, year-to-year basis.

4.5 The University Registrar is charged by the Provost to develop and maintain a standard, University-wide protocol for the clear and consistent presentation of all Catalog material, including but not limited to the format, style/layout, and terminology that affect the appearance, readability, continuity, consistency, and overall presentation and understanding of the Catalog. This includes a standard format and nomenclature for presenting all program academic requirements, including (but not limited to):

- the University Undergraduate Core;
- all requirements of undergraduate academic majors (and subsets thereof), including required courses, course options under a required curricular "umbrella" (e.g., "Take three of the following…"); electives within the major
- all requirements of graduate programs (and subsets thereof), including required courses, course options under a required curricular "umbrella" (e.g., "Take three of the following…"); electives within the program

5.0 Development and Maintenance of the Catalog

5.1 The Catalog is developed and maintained by the University Registrar on behalf of the Provost. With the Provost's consent, the University Registrar may delegate selected Catalog maintenance responsibilities to representatives of SLU's colleges/schools, as well as other academic and administrative units. The University Registrar is responsible for all required training to ensure the quality and accuracy of Catalog maintenance.

5.2 The Catalog will be published the first week of April in advance of the subsequent Fall semester.

5.3 Adhering to the deadlines noted below is a matter of compliance with institutional, accreditor, state, and federal governance bodies. Requested changes submitted after the deadlines noted above will become effective in the subsequent catalog year.

5.4 In order to meet the above deadline, the following schedules govern annual changes to the Catalog:

Curriculum Requirements (requiring formal academic approval)

	Effective Term	Proposal endorsed/approved by relevant College/School curriculum committees	Proposal endorsed/approved by UAAC/GAAC	Proposal endorsed by CADD	Proposal endorsed by Provost	Proposal approved by Board of Trustees
New Program	**Fall**	November 30 (Previous year)	December 31 (Previous year)	Early January	January	February
Program Changes	**Fall**	February 28/29	March 31	N/A	N/A	N/A
New Course*	**Fall**	March 31	N/A	N/A	N/A	N/A
Course Change	**Fall**	March 31	N/A	N/A	N/A	N/A

*New courses that are required in new programs must be approved prior to being proposed for a new program.

Catalog Policies (requiring formal academic approval)

	Effective Term	Endorsed by UAAD/GAAD	Endorsed by UAAC/GAAC	Endorsed by CADD	Approved by Provost
New Policies	Fall	January 31st	February 28th/29th	March 31st	March 31st
Policy Updates	Fall	January 31st	February 28th/29th	March 31st	March 31st

Supplemental Information (not requiring formal academic approval)

	Draft Catalog opens for edits	College/School marketing changes submitted	MarComm changes submitted
Catalog Changes	December 1st (previous year)	February 28th/29th	March 31st

5.5 The Office of the Provost, via its oversight of (a) University-level curriculum committees (UUCC, UAAC, GAAC), (b) CADD, and (c) decisions of the University Board of Trustees, will ensure that all academic curriculum, policy, and related changes will only be forwarded to the University Registrar for codification in the Catalog after all applicable state, federal, and accreditor approvals are obtained. Academic units and committees are advised to account for such additional approvals in the Catalog content submission/editing cycle as applicable.

6.0 Approvals

This policy was:

1. Endorsed by CADD: September 25, 2024
2. Approved by the Provost: September 25, 2024