



Procedure for Annual Review of Official Catalogs

As established in Baylor College of Medicine's (BCM) [Record Retention Policy \(08.4.05\)](#), official catalogs include an overview of BCM's health sciences mission and values (e.g., preamble), student handbooks (which detail expectations of students and obligations of the institution), course descriptions, and academic program requirements for each academic year that are generated by, and specific to, each BCM School and its corresponding academic program(s). Procedure for annual review of official catalogs requires ongoing collaboration between the Office of Student and Trainee Services (OSTS) and the academic programs for implementation. Each BCM school dean or their designee is responsible for assembling and maintaining these official catalogs, as well as transmitting a copy to the Office of the Registrar on an annual basis. The Office of the Registrar is responsible for reviewing and identifying changes to course information and degree requirements captured in the official catalog update and adjusting the student information system for the next academic year, as necessary. The OSTs is responsible for reviewing student handbooks to ensure the following elements are current: institutional policies, OSTs contact information, and OSTs resources. Additionally, OSTs is fully responsible for the updates and review of the OSTs handbook, separate from the official catalog.

The OSTs will notify the Schools of updates to institutional policies, OSTs contact information, OSTs resources, and OSTs handbook on or before April 15th each year. The dean or designee should send the combined official catalog, including the aforementioned sections (see paragraph 1) to the Office of the Registrar four (4) weeks prior to the start of the upcoming academic year for their incoming students to allow time for review, updates, and posting to the website.

The general procedure is outlined below.

1. The school dean, or their designee, compiles updates needed to the student handbook, course descriptions, and academic program requirements for the upcoming academic year.
 - a. A complete and accurate official catalog (student handbook, list of course descriptions, and academic program requirements) are sent to the Registrar or designee as a MSWord document.
 - b. Any course changes from one academic year to the next should be highlighted.
 - c. Registrar or designee will route the handbook to the senior academic services associate or designee for review.

2. Senior academic services associate or designee reviews student handbooks to ensure accuracy of updates to the institutional policy dissemination procedure, OSTS contact information, and OSTS resources. Schools should ensure the school specific policy dissemination procedure is also included in the official catalog.
 - a. After the review of the student handbook is complete, the Senior academic services associate or designee informs the dean or designee that the information (student handbook) is accepted.
 - i. If there are discrepancies, the senior academic services associate or designee will work collaboratively with the dean or designee to resolve issues prior to the catalog being published. This allows the institution to ensure accurate content is published.
 - ii. **Any further changes to the accepted version of the student handbook, course descriptions, or degree requirements should be rerouted through the review process. Additionally, students must be notified if requirements to earn the credential change.**
3. The senior academic services associate or designee reviews and updates the OSTS handbook with oversight from the associate provost of Student and Trainee Services and Diversity, Equity and Inclusion to ensure accuracy.
 - a. **Dean or designee will be informed of any further changes to the accepted version of the OSTS handbook.**
4. The registrar or designee reviews course descriptions and degree requirements to determine updates needed to courses and degree requirements in the student information system.
 - a. Official catalog for upcoming academic year is compared to the prior academic year to identify any updates to course descriptions and degree requirements.
 - b. The registrar or designee specifically reviews course information (course department, course number, and course title), including the credits, as these data points require updates to the student information system.
 - c. The registrar or designee makes any needed course updates in the student information system to ensure students are registered in courses with the correct course and credit information.
 - d. After this comparison, if catalog updates necessitate updates to the degree requirements, the registrar or designee ensures the updates are reflected on degree requirements received from schools and programs.
 - e. The registrar or designee reviews changes between the degree requirements and course information and highlights differences identified between the current academic year and the year to come to ensure these updates are made in the student information system.
 - f. After the review is complete, the registrar or designee informs the dean or designee that the information (course descriptions and degree requirements) is accepted.
 - i. If there are any discrepancies, the registrar or designee will work collaboratively with the dean or designee to resolve issues prior to the catalog being published. This allows the institution to ensure accurate content is published.
 - ii. **Any further changes to the accepted version of the student handbook, course descriptions, and degree requirements should be rerouted through the review**

process. Additionally, students must be notified if requirements to earn a specific credential change.

5. Within two weeks of publication, the dean or designee sends the official catalog (PDF file) as defined above (see paragraph 1) to the Registrar's Office to post on the Office of the Registrar's public website. The school maintains a copy of the official catalog as well as the Office of the Registrar.
 - a. If any changes are made to the official catalog over the course of the academic year, an updated PDF must be submitted by June 30th for archival.
6. Schools should include a link to the Registrar's Office site on the respective school's site to ensure access is available in multiple locations.
 - a. Schools must document catalog changes to maintain a record of revisions.
 - b. Schools must notify students of changes to the official catalog in addition to degree requirements via the public posting of current official catalogs online. Additionally, programs should notify students of catalog changes in addition to degree requirement changes as they occur and during orientation.
7. The expectation is that programs update degree requirements per academic year. Should changes to requirements necessary to earn a specific credential impact currently enrolled students within an academic year, students will be notified within **10 business days** via mail and/or email.

Reviewed and Approved November 8, 2021



Alicia D. H. Monroe, M.D., Provost
Baylor College of Medicine