Bulletin Publication Policy and Procedure

Effective Date:	08/01/2023	Responsible Executive(s):	Provost
Last Reviewed:	08/12/2024	Responsible Office(s):	*Office of Institutional Research & Effectiveness, Provost's Office, Registrar's Office*
Date of Next Planned Review:	05/01/2027	Contact Information:	*Research and Assessment Associate 504-865-3950*

I.   Policy Purpose

a. Functional Area.

Academics

b. Policy Summary.

The University Bulletin is an important document that details program requirements and academic regulations. Students are responsible for the degree program requirements listed in the bulletin at their time of matriculation. The program requirements are a binding contract between the university and the student regarding their program completion requirements.

This policy is an overview of practices related to the University Bulletin which is the official publication of program requirements and academic regulations written for a student audience. Prior year Bulletins remain published by academic year for historical tracking of program requirements.

c. Rationale.

To formalize unwritten practices regarding the Bulletin's publication of program requirements and academic regulations. Also, to formally define academic policies that belong in the Bulletin vs. policies that are more targeted towards faculty and staff operational practices.

d. Individuals Affected.

Faculty, Staff, Students, Alumni, and Potential Students

e. Responsible Parties.

Office of Institutional Research and Effectiveness, Provost's Office, University Courses and Curriculum Committee, Registrar's Office, Dean's Offices, Advisors

II.   Definitions

Academic (or University) Bulletin – Official repository of program requirements for a given academic year/ Also, houses relevant academic regulations relating to students.

Academic Year - defined as starting in May and ending in March of the subsequent year.

Catalog – can be synonymous with Academic Bulletin; used by SACSCOC and other institutions to describe a publication similar to the University Bulletin

Catalog Year – The official year in which the student matriculated and the associated fixed program requirements for their year of matriculation. Also colloquially referred to as a Bulletin Year, or entry year.

Course Catalog – A listing of active courses, and course sections offered in a given semester.

Program – A distinct coherent combination of credit-bearing courses. Each academic major, and standalone for-credit certificate that can be earned without concurrent enrollment in a degree, at each academic level is a separate program. If a concentration has a requirement change, while it is not considered a distinct program from the associated major, it is considered a programmatic change.

III.   Policy Details

The University Bulletin is a publicly accessible document that details program requirements and academic regulations.

Organization of the Bulletin

The University Bulletin is broken out into six major categories and links to the active University Course Catalog. The major categories of the Bulletin are:
- Regulations – Academic regulations that apply to all undergraduate and graduate programs, excluding Law (see Law below) or as otherwise noted.
- Undergraduate – Academic program requirements, and college-, school-, department-, or program-specific undergraduate academic regulations.
- Graduate – Graduate academic program requirements, and college-, school-, department-, or program-specific graduate academic regulations.
- Certificates – Certificate program requirements.
- Law – College of Law academic program requirements and academic regulations
- Bulletin Archive – Archive or historical catalog year Bulletin requirements.

Program Requirements

Publication. Degree requirements must be available to prospective students prior to enrollment in a program. Any and all requirements for completion of any degree,

program, major, concentration, minor, or certificate must be published in the University Bulletin. Informal requirements that are not published in the Bulletin are not enforceable. Student degree course requirements are defined by the bulletin of their catalog entry year. In cases where students have not taken an approved leave of absence, withdrew from the University, or were suspended and/or dismissed, they must be re-admitted to the university. Those students are considered as entering the catalog year of their re-enrollment and are required to complete the degree requirements of their new catalog year. Continuously enrolled students who took an approved leave of absence, and returned within the required time period, follow the bulletin of their original catalog entry year. Students who change majors to another college will be required to update to the bulletin requirements in effect at the time of their major change.

Bulletin Update of Program Requirements. The Bulletin listing of program requirements is updated only once each academic year. Requests for clarification of requirements can be submitted any time in the year, but are subject to the review of the Vice Provost and will be implemented in the bulletin with a recorded date of the update if received after the Bulletin's official publication in May. There may be exceptionally rare cases involving external legal or regulatory compliance requiring a program requirement change to be implemented during an academic year. In such cases, the Dean's Office is required to notify any impacted students in writing of such program requirement changes.

Beginning in November, six months before the next Bulletin publication date, the Bulletin Project Manager consults with colleges and departments to ensure accurate program listings and verifies that any requested changes were routed through the appropriate approval channels as applicable. The update process follows the implementation procedures in the Policy Implementation section. Updates are to go through the appropriate committee and be submitted to the Bulletin Project Manager in the Office of Institutional Research and Effectiveness following appropriate approvals by the deadlines published annually by the Provost's Office. All changes must be reviewed by the Vice Provost prior to implementation to ensure that there are no SACSCOC Accreditation Substantive Change Notifications or Approvals required. If a change requires SACSCOC's approval implementation may be delayed, as securing approval can be a lengthy process.

New Programs, Curricular Changes, and Other Programmatic Requirement Changes. New programs and changes to the curriculum for program, minor, degree, or graduation requirements must be effective at the start of the academic year and be published in that academic year's Bulletin. Changes approved after the Bulletin for a given academic year has been published, cannot be effective until the following academic year. The academic year is defined as the summer, fall, and spring terms in that order.

Programs may not require a student complete coursework that does not align with the requirements listed for their catalog year. For example, if a student is admitted in May 2022, their catalog year is 2022-23. If the program chooses to update the program requirements in the 2023-24 Bulletin the student admitted in May 2022 is required to complete only those courses defined in the 2022-23 Bulletin, and not the updated program requirements unless they voluntarily adopt the new catalog year requirements. Any voluntary changes in the catalog year must be recorded in writing, and maintained by the Dean's Office in the student information system (Colleague).

The university ensures archived official catalogs are available to former and returning students via the University Bulletin archive page. From that page, the public may access any year of interest and programs have course and degree requirements listed. For prior years not listed on the webpage, paper bulletins are located within the Registrar's Office and can be requested by email or phone call to the Registrar's Office.

Academic Regulations & Policies

The university follows and implements academic regulations and policies that adhere to principles of good educational practice. University-wide policies affecting students are published in the University Bulletin. Policies with guidelines for faculty or staff should not be published in the University Bulletin unless they are written for the purpose of student information.

Academic regulation updates typically go through the Associate Dean's Council to ensure the input of each of the colleges, and the committee recommends policies to the University Courses and Curriculum Committee or the Provost/Provost's Council.

IV. Policy Implementation

a. Policy Procedures.

Bulletin Update Process. The designated University Bulletin Project Manager oversees the Bulletin update process outlined in this section. Dates are included for informational purposes to assist in outlining a general timeline, but are subject to change in a given year.

- Early October – Bulletin Project Manager copies the current Academic Regulations and Program Requirements pages into a Google Drive to prepare documents for input from various constituents across the university. Each college has a separate Google Drive for its program's requirements.
- Mid-October– The Bulletin Project Manager shares the list of individuals with access to each College's Bulletin Shared Drive with Associate Deans and requests input on changes needed. The Cross-College Google Drive is shared with the Library, the Chair of the Standing Committee for the Loyola Core, and confirmed with all Colleges to ensure that all of the appropriate

individuals have access to make updates to certificate and interdisciplinary minor requirements.

- Mid-November – Individuals receive invitations to update the Google Drive documents for their program requirements and receive a copy of University Committee deadlines related to approvals required for Bulletin publication changes. For those new to the Bulletin update process, the Bulletin Project Manager schedules a training session.
- January – The Bulletin Project Manager contacts the Web Team to create an archive of the current year's Academic Bulletin and prep the next academic year's Bulletin pages.
- March – New programs beginning in the following Spring semester are due to UCC, then SCAP. - **SACSCOC deadline impacts this date**
- April – Existing program, minor, or degree requirement modifications due to UCC.
- April (end of 1ˢᵗ full week) – Typical deadline for requests for updates to the University Bulletin
- April – The Bulletin Project Manager cross-checks requested edits with University Committee minutes and enters changes to the next academic year's Bulletin web pages. The Bulletin Project Manager collaborates with the Degree Audit Coordinator to ensure program updates are reflected in the Degree Audit system.
- May – The Bulletin Project Manager contacts the Web Team to redirect the Bulletin to the new academic year's pages and the new University Bulletin is officially published the day the new year goes live on https://bulletin.loyno.edu/.
- August through Mid-February – New programs beginning in the following academic year are due to UCC, then SCAP. - **SACSCOC deadline impacts this date**

Program changes must follow the deadlines distributed by the Provost's Office and seek approvals from the University Courses and Curriculum Committee, the Standing Council for Academic Planning, and/ or the Provost's Council. All changes must be reviewed by the Vice Provost prior to implementation to ensure that there are no SACSCOC Accreditation Substantive Change Notifications or Approvals required. The Vice Provost should be notified as early on in the process of new program ideas or significant curricular changes with 50% or more new content. Any changes that fall into a substantive change category are also subject to the SACSCOC substantive change deadlines.

The College of Law maintains the Law Bulletin separately following the same guidelines outlined throughout this policy on a separate, independent timeline.

Academic regulations are subject to change at any time and can be submitted to the Associate Deans Council for recommendation to the appropriate university body throughout the academic year. Policy changes are approved by the Provost's Council, Changes in policies must be communicated to affected students in writing and documented by the Dean's Office, or Registrar's Office, as appropriate.

b. Communication Plan.

The Academic Bulletin Policy is published on the Academic Affairs Policies webpage. The policy page is shared with new faculty in the new faculty orientation and provided to new department chairs by their Dean's Office.

The University Bulletin and its associated academic program requirements and academic regulations are published annually at https://bulletin.loyno.edu/. It is shared with incoming students during new student orientation, provided to students as a resource during academic advising sessions, and when they are notified to register for classes. The Bulletin requirements are also re-published to students via the live Degree Audit and Course Planner system integrated into the student's self-service application which is also used by students to register for their classes each term.

c. Compliance Monitoring.

The Bulletin Project Manager and Vice Provost monitor policy compliance throughout the Bulletin update process. The policy is reviewed annually prior to the publication to the new academic year Bulletin to ensure no revisions are needed.

The Bulletin is published annually in May with an archive of prior year's requirements maintained on the Bulletin Archive section of the [Bulletin website](#).

d. Sanctions/Consequences.

Failure to comply with the policy will result in any changes or new program implementation being delayed until the following academic year.

V.   Related Information
a. Internal.

- [College Curricular Proposal Approval and Routing Form](#)
- [University Courses & Curriculum Committee](#)
- [SCAP Criteria for Evaluation of New Academic Program Proposals, Periodic Reviews, and Program Discontinuances](#)
- Loyola's Substantive Change Policy - [link when published]
- Loyola's Program Change Approval Process
- New Program Proposal Process

- University bulletin - https://bulletin.loyno.edu/
- Law Bulletin - https://lawbulletin.loyno.edu/
- Academic Affairs, Academic Policies - https://academicaffairs.loyno.edu/academics/academics-policies
- Academic Affairs Administrative Policies - https://academicaffairs.loyno.edu/about/academic-affairs-policies

b. External Regulations.

- SACSCOC Principles of Accreditation, including, but not limited to Standards 9.7: Program Requirements; 10.1: Academic Policies; & 10.3: Archived Information
- SACSCOC Substantive Change Policy

c. Other Resources.

- SACSCOC Website