Procedure Title: Academic Standards		**Effective:** Upon Receiving Pre-Accreditation Status
Corresponding Policy: Multiple SHSU and SHSU-COM Academic Policies		**Revised:** January 28, 2019
COCA Standard/Element: COCA 9.2 Academic Standards		**Reviewed and Approved:** SHSU-COM CEC, May 2, 2023

Description:

SHSU-COM shall publish course information annually in conjunction with the University. The SHSU-COM website shall include policies and procedures regarding academic standards that include grading, class attendance, tuition fees, refunds, student promotion, retention, graduation, students' rights and responsibilities, and the filing of grievances and appeals.

Procedure Step/Task		Responsible Party
1.	SHSU-COM shall review and revise the contents of the SHSU catalog that pertain to the college each year. SHSU-COM shall review the final draft of all catalog entries and submit its edits through the Academic Affairs approval process by the publication deadline.	SHSU-COM Dean, Associate Deans, Assistant Deans and Directors
2.	SHSU-COM's academic standards and policies including the description of this procedure shall be available on the SHSU-COM website.	SHSU-COM Educational Affairs
3.	SHSU-COM shall review policies and procedures each year and make revisions when needed.	SHSU-COM Executive Committee
4.	SHSU-COM students shall be required to meet degree requirements and comply with student policies as described in the most current edition of SHSU catalog and posted on the SHSU-COM website.	SHSU-COM Dean, SHSU Provost, SHSU Registrar
5.	Changes to the catalog and policies during students' academic career shall be considered by the SHSU-COM and SHSU.	SHSU-COM Dean, SHSU Provost, SHSU Registrar