Maintenance of the Academic Catalog	Procedure Number	528
	Effective Date	May 1, 2019

1.0 PURPOSE

To establish the official maintenance of the UA-PTC Academic Catalog.

2.0 REVISION HISTORY

Adopted on:
a. July 1993
b. Reviewed on:
   September 2014
   December 10, 2018
   February 9, 2024

3.0 PERSONS AFFECTED

Students

4.0 DEFINITIONS

The College Academic Catalog is the official listing of all for-credit courses offered by UA-PTC. It serves as the document of record and is electronically maintained in the Student Information System by the Office of Records and published on the College website. The College Academic Catalog is designed to be a dynamic record and education resource. The catalog serves as a bridge by which students are registered and grades are recorded on student records.

5.0 PROCEDURES

Changes to the master course and program list must be approved by the Student and Academic Affairs Council, Provost and then communicated to the Office of Records. The Registrar will then enter the changes into the Student Information System before July 1 of the next academic year.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	PTC Board of Trustees	May 1995
Ratified by:	PTC Student Services Mason Campbell, UA-PTC Dean of Student Affairs College Council and Provost	Sept, 2014 Dec 10, 2018 Feb 9, 2024
Recommended by Chancellor (Signature)	*[signature]*	February 10, 2024
UA Policy Alignment:	Not applicable	