



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 30.12: Publication and Online Posting of Official Publications and Academic Calendar

DATE: January 21, 2016

PURPOSE: The purpose of this Operating Policy and Procedure (OP) is to ensure standardized procedures concerning official publications and protection of the integrity of Texas Tech University's official publications and academic calendar as they appear on the World Wide Web.

REVIEW This OP will be reviewed in October of odd-numbered years by the managing director of Official Publications with substantive revisions presented to the senior vice provost and the provost and senior vice president.

POLICY AND PROCEDURE

The Office of Official Publications oversees preparation of publications comprising the official bulletin series. These include both the online and printed versions of the *Undergraduate and Graduate Catalog* and the *School of Law Catalog*. This office also publishes the online *Faculty Handbook* and maintains the official online listing of the university's Core Curriculum and final exam schedules. In addition, Official Publications participates in the approval process for changes, deletions, and additions to the course inventory and maintains the Banner course descriptions for every course in the official inventory.

The Office of Official Publications also prepares the university's official academic calendars for publication in the bulletin series and for general distribution on the Texas Tech website. In addition, the Office of Official Publications annually prepares three university commencement programs for publication.

No college, department, or other unit may change or supplement any of these documents on the World Wide Web or include its own degree requirements in a separate listing that differs in content from the official publication listing.

Current information pertaining to areas covered in the catalogs is available throughout the year from the Official Publications office. Photocopies of information appearing in back issues of catalogs also may be obtained from this office.

Official academic calendars and copies of each official publication are available on the Official Publications website (www.depts.ttu.edu/officialpublications) or in the office's printed archives.

The office coordinates sale of the *Undergraduate and Graduate Catalog* and distribution of the catalog to all faculty, staff, and incoming students.