hsc | Texas College of Osteopathic Medicine

TCOM Accreditation Operating Procedures	Approved: July 2017
	Effective: July 2017
COCA Element 9.2 Academic Standards*	Revised: February 2024

Element 9.2:
A COM must publish and follow policies and procedures on academic standards that include grading, class attendance, tuition and fees, refunds, student promotion, retention, graduation, students' rights and responsibilities, and the filing of grievances and appeals.

Procedure Statement: HSC shall publish a catalog that includes TCOM's degree programs, educational objectives, and course offerings annually. The catalog shall include policies and procedures regarding academic standards that include grading, attendance, tuition and fees, refunds, student promotion, retention, graduation, students' rights and responsibilities, and the filing of grievances and appeals.

Procedure		Responsible Party
1.	TCOM shall receive access to the electronic HSC catalog platform by November of each academic year.	HSC Registrar
2.	TCOM shall review and revise the contents of the catalog that pertain to the college. Each unit of the college shall take responsibility for its associated entries.	TCOM Dean TCOM Associate and Assistant Deans TCOM Staff TCOM Directors
3.	TCOM shall review the final draft of all catalog entries and submit its edits to HSC Registrar by the publication deadline.	TCOM Dean TCOM Executive Committee
4.	The catalog of HSC, inclusive of TCOM's academic standards as stated in this procedure, shall be published and accessible on a public webpage.	HSC Registrar
5.	All TCOM students shall be required to meet the degree requirements and student policies as described in the most current edition of the HSC catalog. Allowance may be made for changes to the catalog over the student's academic career at the discretion of the college and HSC and as required by statute and accreditation.	TCOM Dean HSC Provost

Webpage links:
- TCOM Procedure Manual
- HSC Policies (PolicyTech):
    - 7.103 Institutional Academic
    - 7.104 Student Affairs Policy Manual
- UNTHSC 2023-2024 Catalog