

UNIVERSITY OF PITTSBURGH POLICY 08-01-03

CATEGORY: PUBLIC RELATIONS
SECTION: University Publications
SUBJECT: Maintenance and Publication of University Catalogs
EFFECTIVE DATE: January 11, 2017 Revised
PAGE (S): 1

I. SCOPE

This policy establishes the guidelines for updating, publishing, and archiving all University Catalogs. The University Catalogs are the official record for all academic program requirements for the University of Pittsburgh and are published online annually in advance of the start of each academic year. Prior to the Effective Date of this revised policy, the University Catalogs were known as the University Bulletins.

II. POLICY

The Office of the Provost is responsible for approving catalog design and content for all University Catalogs.

Deans and Campus Presidents are responsible for ensuring that the information in the University Catalog for their respective school(s) or campus(s) is complete and accurate. Deans and Campus Presidents may elect to delegate this responsibility to a designee by naming the designee a Catalog Editor. Schools or campuses with multiple levels may name Catalog Editors for each level.

Directors and Managers of University Administrative Offices are responsible for ensuring that the information in the University Catalogs for their respective offices is complete and accurate. Directors and Managers may elect to delegate this responsibility to a designee by naming the designee a Catalog Editor. Offices with multiple levels may name Catalog Editors for each level.

The Office of the University Registrar is responsible, under the direction of the Office of the Provost, for management and oversight of the University Catalogs as well as the catalog management system used to update and archive the catalogs.

The Office of University Marketing Communications is responsible for ensuring the online availability of archived catalogs prior to the spring 2017 term.

III. REFERENCE

[Procedure 08-01-03, Maintenance and Publication of University Catalogs](#)