


PROCEDURE

Subject	College Catalog Page 1 of 1	Number: 1.19.01
Source	Vice President, Strategic Initiatives	Reference (Rule #) 6HX14-1.19, 6HX14-1.191
President's Approval/Date:11/12/14		

The College publishes an annual Catalog to communicate the current curriculum, educational plans and requirements, fees and financial obligations, and admissions and student services procedures for that academic year. Each College division (Academic Affairs, Student Affairs, Strategic Initiatives, and Business and Administrative Services) is responsible for the revision of that division's sections of the Catalog and in ensuring the accuracy of those sections. A series of deadlines is established each year for receipt of information for inclusion in the Catalog.

Creative Services and Marketing is responsible for the editing and publication of the College Catalog. These responsibilities include, but are not limited to, 1) publication and production schedule and 2) revisions to copy to ensure correct grammar, spelling, syntax, capitalization and punctuation, and adherence to the College's writing guidelines.

Prior to publication, all content changes to the Catalog must be approved by the appropriate vice president. Once the College Catalog is published, no changes should be made to that year's Catalog. Any change that is required after publication must have direct approval from a vice president.

The College Catalog will include necessary notices, disclaimers or disclosures to comply with state and federal law and SACS requirements.