



SUBJECT: Catalog Entries	Effective Date: July 1, 2011	Policy Number: 01-1-002
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: Director of Institutional Research	

I. Purpose and statement of operational policy underlying the procedure.

II. Applicability/Scope

All entries in the College Catalog

III. Process for Implementing Procedure

Responsibility	Action	Timeline
All areas with Catalog section.	Review sections and amend as necessary.	
All areas with Catalog information changed or policies altered.	Change approval by Cabinet Officer and submission to Institutional Research.	Deadline set by Director of Institutional Research.

IV. Related policies/References for more information

See Curriculum Change Policy

Authorizing Official: <u>Barbara J. Smith</u>	Authorization Date: <u>OCT 06 2011</u>
Title: <u>Vice President/Chief Academic Officer</u>	