

THE
LeMoyne-Owen
COLLEGE
LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Public Information	Effective Date:	Policy Number:
	February 18, 2022	01-1-042
	Supersedes:	Page 1 of 2
	Policy:	
	Date:	
	Responsible Authority: Provost/Vice President of Academic Affairs	

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

This policy provides public access to information concerning the academic calendar, grading policies, cost of attendance, and refund policies. Providing access to this information provides for our students and families the opportunity to make mindful decisions regard their attendance to LeMoyne-Owen College.

II. Applicability/Scope

This policy applies to all entities, personal or business, seeking information regarding academic operations at LeMoyne-Owen College

III. Process for Implementing Procedure

Responsibility	Action	Timeline
College Communications Specialist	Will receive and approve all information that is placed on the LeMoyne-Owen College website and ensure easy access to its location	Information may be received and posted on the website at any time during the academic year. Postings may be viewed within a 48-hour period
College Catalog Committee	The Chair of the College Catalog Committee will receive information that will be available for public access and will work with the Committee to ensure it is located in a general area which is easy to access by the students, faculty, staff, and the community	There will be designated times for catalog updates, with major updates and revisions completed during a biennial period, however, specific updates may occur as needed.
Division Chairs	Will review the specific academic areas for update, modifications, and revisions based on changes that may occur within their Division. This is done to ensure that faculty, Staff, Students and the Public Community has access to the more recent information regard the College and its operations.	This review will occur on an annual basis, however, the Division Chair reserves the right to have immediate changes made within the College catalog.

IV. Related policies/References for more information

Authorizing Official: <u><i>Nisa Khan</i></u>	Authorization Date: <u><i>2.22.22</i></u>
Title: <u><i>Provost & VP for Academic Affairs</i></u>	