



POLICY TITLE

College Catalog

POLICY NUMBER

1-4280

Responsible Office: <i>Office of Academics, Workforce, and Student Development</i>	Effective Date: <i>12/18/2023</i>
Responsible Official: <i>Provost/Vice Chancellor for Workforce and Student Development</i>	Last Reviewed Date: <i>11/15/2023</i>
Policy Classification: <i>Academics, Workforce, and Student Development</i>	Origination Date: <i>01/10/2007</i>

I. POLICY STATEMENT

The Baton Rouge Community College (BRCC) *Catalog* is a central source of information for all stakeholders about the College’s Mission, accreditations, educational programs and courses, and academic and student support services. The *Catalog* is reviewed and updated annually. The Provost/Vice Chancellor for Workforce and Student Development approves the *Catalog* prior to publication. The *Catalog* is not intended to be a complete statement of all procedures, policies, rules, and regulations. The College reserves the right to change, without notice, any academic or other requirement, course offerings, content, programs, procedures, rules, regulations, or fees as needed. As circumstances require, an addendum may be published between annual publications.

II. POLICY RATIONALE AND SCOPE

The *Catalog* is an official document of the College and is intended for use by students, faculty, staff, administrators, and the community; members of the College’s governing board, the Board of Supervisors of the Louisiana Technical and Community College System; by the State Board of Regents; and by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the College’s accrediting agency.

III. POLICY AUDIENCE

This policy applies to all users of the *Catalog* and to all involved in revising the *Catalog*.

IV. POLICY COMPLIANCE

The provisions of the *Catalog* are not to be regarded as an irrevocable contract between the student and the College; however, students are governed by the catalog in effect at the time of their admission to the College (the ‘Catalog of Record’) and are therefore responsible for knowing the information appearing in the Catalog and adhering to the standards and procedures described therein. All revisions to courses and programs must be approved according to procedures published in the *Manual for Courses and Curricula*; all revisions to academic and student support services are entered with the approval of the head of the appropriate office through selective access to the draft of the *Catalog* as it is being prepared for publication each year.

V. POLICY DEFINITIONS

Catalog of Record: The catalog in effect when a student declares a major is considered their Catalog of Record. This catalog is used to determine degree requirements. The Catalog of Record remains in effect for a student unless the student is out of school for a full semester (Fall or Spring) or longer.

Change of Catalog: Students can officially declare a subsequent catalog as their Catalog of Record. A student who wishes to exercise this option must officially change the designated catalog of record through the Registrar’s Office to complete the Change of Catalog Term Form.

Catalog Addendum: An addition to the *Catalog* featuring support services and/or curricular changes (additions, modifications, and/or deletions of courses and/or programs of study).

VI. POLICY IMPLEMENTATION PROCEDURES

Detailed descriptions of the procedures for modifying academic courses and programs are included in the *Manual for Courses and Curricula*. Revisions to the academic and student support services sections of the *Catalog* are entered in the draft of the *Catalog* (available through approved access-only) by or with the approval of the head of each support service office. The *Catalog* is published annually to coincide with registration for the Fall semester of each academic year. The *Catalog* is published on the BRCC website in the Academics content area. Programs of study in place in the Catalog of Record (or *Catalog Addendum*, as applicable) are to be followed by the student for completion of the selected or declared program; however, if a student does not remain continuously enrolled and does not attend BRCC for one or more semesters, readmission is required, and the program of study in the *Catalog* at the time of readmission must be completed.

VII. POLICY RELATED INFORMATION

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Policy, [“Institutional Obligations for Public Disclosure”](#)
[Manual for Courses and Curricula](#)

VIII. POLICY EXCEPTION

Extenuating circumstances may justify the waiver of a particular college regulation in the Catalog of Record. Students must seek approval to officially change the designated Catalog of Record through the Registrar’s Office.

IX. POLICY HISTORY AND REVIEW CYCLE

This policy includes revisions to the previous version with the effective date of 2/22/2018, which superseded BRCC’s Academic Affairs Policy 1.4280, “Revisions to the College Catalog”, the effective and last revision dates for which were 1/10/07 and 7/1/2014, respectively. The effective date for this revision is determined by the approval date of BRCC’s Chancellor. This policy is subject to the College’s standard three-year policy review cycle, which commences after the effective date of the policy.

X. POLICY URL

This policy may be accessed through the [College’s website](#)

XI. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL



Willie E. Smith, Ed.D.
Chancellor

12/18/2023

Date
Effective Date of Policy