



POLICY TITLE

College Catalog

POLICY NUMBER

1-4280

Responsible Office: <i>Office of Academic and Student Affairs</i>	Effective Date: <i>02/22/2018</i>
Responsible Official: <i>Vice Chancellor for Academic and Student Affairs</i>	Last Reviewed Date: <i>07/01/2014</i>
Policy Classification: <i>Academic Affairs</i>	Origination Date: <i>01/10/2007</i>

I. POLICY STATEMENT

The College Catalog policy identifies the Baton Rouge Community College (BRCC) *Catalog* as a central source of information for all stakeholders about the College’s Mission, accreditations, academic programs and courses, academic and student support services, workforce and continuing education opportunities, and current BRCC personnel. In addition, it serves as a reference for the process of revising the Catalog for the next academic year. The contents of the *Catalog* have been adopted by the faculty, staff, and administration. 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.

II. POLICY RATIONALE AND SCOPE

The BRCC *Catalog* is an official document of the College and is intended for use by students, faculty, staff, administrators, and the Baton Rouge 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 body.

III. POLICY AUDIENCE

The BRCC *College Catalog* 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. All revisions to the *Catalog* must be submitted, reviewed, approved, and published according to the established procedures.

V. POLICY DEFINITIONS

Academic course: (a) a unit of teaching and learning that is offered for one or more semester credit hours in a single term or semester for which a grade and credit are awarded and entered in a student's transcript in Banner upon completion, (b) typically about a specific discipline or subject (English composition, algebra, race relations, turbine engine overhaul, welding inspection and testing), (c) taught by one or more faculty with appropriate credentials, and (d) attended by students entered on a roster which is recorded in Bannered.

Academic program: a combination of academic courses in the same or related discipline and/or other requirements leading to an award or credential, such as a certificate, technical diploma, or associate degree.

Academic year (AY): Fall semester plus the Spring semester and summer terms of the following calendar year. For example, the 2017-2018 AY consists of the Fall 2017 semester, the Spring 2018 semester, and the Summer 2018 terms.

Catalog of Record: The Catalog of Record for each student corresponds to the *Catalog* published for the academic year in which the student first enrolled or to the *Catalog Addendum* published at the time the student first enrolled.

VI. POLICY IMPLEMENTATION PROCEDURES

The procedures for revising the BRCC College Catalog are outlined in the document "Revising the BRCC College Catalog". Detailed descriptions of the procedures for modifying academic courses and programs are included in the Manual for Courses and Curricula.

The BRCC *College Catalog* is published annually to coincide with registration for the Fall semester of each academic year. As circumstances require, an addendum may be published between annual publications. 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 their declared program; however, if a student does not remain continuously enrolled and does not attend BRCC for two 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” (www.sacscoc.org/policies.asp)

VIII. POLICY EXCEPTION

Should a student find that extenuating circumstances might justify the waiver of a particular college regulation, that student may file a petition with the Vice Chancellor for Academic and Student Affairs in accordance with established procedures.

IX. POLICY HISTORY AND REVIEW CYCLE

This policy supersedes 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, at <http://www.mybrcc.edu>.

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

 <hr/> Larissa Littleton-Steib, Ph.D. Chancellor	<hr/> Date <u>2/28/18</u> <i>Effective Date of Policy</i>
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