

COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	Program and Catalog Changes		Approved by:
Insert:	04.02	Date:	04/01/2022
Replace:		Date:	06/01/2023
Reviewed:		Date:	06/01/2023
Remove:		Date:	



POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College that provisions of the College Catalog and Programs may be changed annually through a review and approval procedure. It is the student's responsibility to know and follow all requirements.

SCOPE:

This policy applies to all Coastal Alabama Community College students.

DEFINITIONS:

College Catalog: A document that lists the courses taught at a school by discipline complete with a brief description of each course.

DETAILS:

1. Coastal Alabama Community College reviews and may update its College Catalog annually.
2. The College Catalog may be updated annually; therefore, it is important that each department within the College reviews the contents that directly impact its area and submit the changes for review and approval to the Executive Cabinet.
3. Program changes may be updated annually with the review and approval of Instructional Officers, Financial Aid, and the SACSCOC Liaison.
4. The College Catalog is archived in the Registrar's Office.

PROCEDURE(S):

NOTE: Curriculum and programmatic revisions are made annually, as needed.

Non-Instructional Departments Curriculum and Programmatic Change Procedures

1. Department supervisors are notified that catalog changes and edits are due by a designated due date.
2. Updates on policies and procedures are submitted to the Executive Cabinet for review and approval.
3. Changes are updated in the College Catalog for the next academic year.

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Instructional Departments Curriculum and Programmatic Changes Procedures

1. Changes to curriculum and programs are presented at the Instructional Affairs Committee meeting. This committee reviews and/or approves curriculum and programs.
2. Upon approval through the Instructional Affairs Committee, the changes will be implemented in next academic year's College Catalog.

ADDITIONAL PROVISIONS/INFORMATION:

There are no additional provisions/information applicable to this policy.