

NORTH CENTRAL STATE COLLEGE
POLICY AND PROCEDURES MANUAL

COLLEGE CATALOG REVISION PROCESS

Effective: December 21, 2012

Policy No. 3357:13-19-051

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- A. The College Catalog has moved to a rolling web based document. The most current document will be maintained on the College Web Site as revisions are processed each term. The web site will maintain the archived catalogs from each year.

- B. To transition from the rolling web based catalog to the archived catalog the following time frames will be followed.
 - 1. February 15th will be the last day to provide revisions to the rolling catalog.
 - 2. March 15th will be the day that the rolling catalog is archived and new catalog begins.
 - 3. After March 15th the new rolling catalog will begin with revisions as necessary.

- C. Process to revise the web based catalog between March 15th and February 15th of the following year.
 - 1. Complete the Catalog & Web Change Form (exception for any master syllabus, course and program revisions, or curriculum worksheet changes must follow the Curriculum Committee approval process and will be automatically entered into college catalog once approved)
 - 2. The appropriate Vice President will send the original to the Senior Administrative Assistant of Business, Industry, and Technology who will be the Catalog Change Coordinator.
 - 3. The Catalog Change Coordinator will complete the changes in a Word document and then send document to those persons listed on the Catalog & Web Change Form.
 - 4. Registrar will update ENCORE system where necessary.
 - 5. Webmaster will update the rolling Catalog on the College web site once per term.
 - 6. Those listed to receive the Catalog & Web Change Form will review for College Policy changes, Ohio Board of Regents updates, and Higher Learning Commission standards.

- D. Distribution of revisions will take place to all College Employees once per term by the Catalog Change Coordinator.

- E. Catalog & Web Change Form Available as form [19-051a](#).