

PROCEDURE:

6.4.1p1. College Catalogs

Revised: February 20, 2019; February 19, 2020

Last Reviewed: February 20, 2019; February 19, 2020; February 17, 2021; February 16, 2022; February 15, 2023; February 21, 2024

Adopted: February 21, 2018

I. **PURPOSE**

The archiving of official catalogs, digital or print, enables Ogeechee Technical College (OTC) to maintain relevant information for course and degree requirements sufficient to serve former and returning students.

II. **RELATED AUTHORITY**

State Board Policy 5.1.2. General Program and Program Specific Standards
TCSG Procedure 6.3.2p. TCSG Student Records Retention Schedule
State Board Policy 6.4.1. Student Handbooks
TCSG Procedure 6.4.1p. Summary of Student Notification Requirements

III. **APPLICABILITY**

This procedure applies to all Ogeechee Technical College faculty, staff, and students (former and returning).

IV. **DEFINITIONS**

None.

V. **ATTACHMENTS**

None.

VI. **PROCEDURE**

OTC publishes a new catalog on or near August 1. OTC catalogs are maintained electronically on the college website. Once the new year's catalog is published, the previous year's catalog is archived. Printed copies of archived catalogs are retained in OTC's Library on the main campus. As referenced in the *Technical College System of Georgia Procedure 6.3.2p TCSG Student Records Retention Schedule*, section (0415-011) Student Statistical Reports, catalogs are retained permanently.

Each catalog contains policies, procedures, academic requirements, courses and other information and requirements applicable to students who enroll at the time that catalog is in effect. Therefore, each student who enrolls is bound by requirements contained in the catalog in effect at the time of enrollment, even though subsequent years' catalogs may contain different requirements. Each catalog has an addendum which describes all changes made since the catalog was published and is available online at www.ogeecheetech.edu.

VII. RECORD RETENTION

All archived catalogs are permanently retained in OTC's Library on the main campus.