NAME OF POLICY

Remember the Policy should be no more than ten words.

Archived College Catalogs

REASON FOR POLICY (Purpose)

To ensure that students and/or the public have access to current and/or former academic programs and policies.

SCOPE

To provide continuity in the process of making available to students and the public information regarding the academic programs and policies of Edward Waters College (EWC).

POLICY STATEMENT

Edward Waters College recognizes the importance of transparency in informing and providing access to course and degree requirements found within both print and electronic course catalogs and ensures that all College Catalogs are archived within the Registrar's Office. Current students, former students, other institutions, employers, or the general public can request information regarding information contained within the college catalog by contacting the Registrar’s Office. The Registrar maintains dated copies of printed College Catalogs covering a five year period within cabinets located in the Registrar's Office.

EWC college catalogs prior to 2015 are housed in the Centennial Library to maintain and preserve the history of the College.

Current copies of the college catalog may be found on the EWC website at www.ewc.edu/academics.

POLICY DEFINITIONS

List any definitions associated with the policy. (Remember that in the approval process individuals may not be familiar with your terminology.)

Degree Requirements – Curriculum courses and other requirements designed to guide the student’s matriculation at the college.
POLICY HISTORY
This policy was established in accordance with the requirements for public disclosure of institutional policies and course offerings.

ORIGINATION DATE
January 27, 2020

POLICY APPLICABILITY/WHO NEEDS TO KNOW THE POLICY
This policy is to be made available to students, faculty, staff, administration, and general public via the EWC Registrar’s page on the EWC website.

REVIEW PERIOD/POLICY AMENDMENTS
Annually, as prescribed by the Edward Waters College Policy Compliance Policy.

POLICY COMPLIANCE
Policy compliance is established in accordance with the EWC Policy Compliance Policy.

EXTERNAL REGULATIONS
This policy has been established in accordance with SACSCOC Academic policy standards.

FORMS
Please list any forms associated with this policy.
Not applicable.

WEBSITE/HARDCOPY LOCATION
Where can the policy be found?
The policy may be found on the EWC website/Registrar’s page.

RELATED INFORMATION
Responsible College Official:
Vice President of Enrollment Management and Strategic Matriculant Services

Responsible Office:
Registrar
Originator Contact:
Title: Vice President of Enrollment Management and Strategic Matriculant Services
Department: Enrollment Management
Telephone: 904-470-8844
Email: j.price@ewc.edu

Questions on Compliance:
Title: Associate Provost, Institutional Planning, Research, and Effectiveness
Department: OIPRE
Telephone: 904-470-8197
Email: r.gomez@ewc.edu

Compliance Contacts
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Bernice Parker-Bell, Institutional Research Director
904-470-8261
bparkerbell@ewc.edu

SOURCE OF FINAL APPROVAL
Final approval: Board of Trustees
Date: May 8, 2020

HISTORY/REVISION DATES
Policy submitted By: Vice President of Enrollment Management and Strategic Matriculant Services
Policy Approved By: Senior Staff
Date: 3/24/2020
Policy Approved By: Board of Trustees
Date: 5/8/2020
Origination Date: 1/27/2020
Last Date Amended: 3/23/2020
Next Review Date: