SUBJECT: College Catalog and Course Schedules

I. Introduction

The catalog and course schedules primarily serve as the publications which provide a comprehensive description of the educational services of institutions of higher education. While catalogs should reflect the unique characteristics and the individual purposes, philosophy and programs of each institution, there are certain subject areas and types of information which are common among all institutional catalogs. Midland College’s catalog now includes all the information previously printed separately as a “Student Handbook.”

II. Content Requirements

A. Each catalog and course schedule should include a calendar.
   1. The catalog and course schedules should contain the calendar for each academic term to which it is applicable; the calendar should include, but not be limited to: the period of registration, the beginning of classes, the last dates to add and drop courses, holidays, the last date to withdraw from the institution, dates for applications for degrees, the period of final examinations, and the commencement date.
   2. The catalog and course schedules should contain a statement that the calendar is subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility services, or orders by federal or state agencies.

B. The catalog should contain a listing of the Board of Trustees, chief administrators, the faculty, and appropriate members of the professional staff of the institution. The listing of faculty should reflect their department and their degree(s).

C. The catalog should contain a concise listing of all degree programs and majors offered by the institution.

D. The catalog should provide information on the general admissions policies of the institution, special admissions policies, and information on the institution's policy toward transfer credit from other institutions.

E. The catalog should contain the general academic regulations of the institution, including policies concerning class attendance, classification of students, full-time and maximum course loads, withdrawals, and alternative methods of obtaining credit.
F. The College catalog should provide curriculum information.
   
   1. The catalog should contain current course descriptions of all college credit courses offered by the institution. Course descriptions may be published in the catalog or in any other format appropriate for distribution to students and other interested persons.

   The institution shall maintain a permanent file on current course descriptions to inform students.

   2. The catalog and other published materials concerning all institutional offerings on and off campus should accurately and honestly reflect the academic resources of the institution.

G. The degree requirements of the institution for all programs should be included in the catalog. For each degree program, the catalog should reflect the sequence of courses with an indication of the number of hours. There should be an indication of the limitations on the number of hours allowed in specialized areas, and provision should be made for electives.

H. The catalog and course schedules shall contain appropriate statements concerning the policies of the institution against discrimination on the basis of race, gender, age, color, national origin, disability, marital status, or status as a qualified disabled veteran or veteran of the Vietnam era, consistent with federal laws and regulations.

I. The catalog shall identify the various accreditations of the institution. Both the catalog and the course schedules shall include the full ‘statement of accreditation’ by the Commission on Colleges of the Southern Association of Colleges and Schools.

J. The catalog and course schedules shall prominently identify the institution’s Internet website address. Both the catalog and course schedules should be made available, in their entirety, on the institution’s website.