

NORTH CENTRAL STATE COLLEGE  
POLICY AND PROCEDURES MANUAL

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COLLEGE CATALOG REVISION PROCESS

Effective: December 21, 2012

Policy No. 3357:13-14-251

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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 15<sup>th</sup> will be the last day to provide revisions to the rolling catalog.
  - 2. March 15<sup>th</sup> will be the day that the rolling catalog is archived and new catalog begins.
  - 3. After March 15<sup>th</sup> the new rolling catalog will begin with revisions as necessary.
  
- C. Process to revise the web based catalog between March 15<sup>th</sup> and February 15<sup>th</sup> 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 on College web site at:  
<http://www.ncstatecollege.edu/catalog>

## CATALOG & WEB CHANGE FORM

**PURPOSE:** This form is to be used when a change needs to be made in the current catalog including approved Curriculum Committee processes. This form can be used throughout the year.

Please describe in detail the change you desire. If the change is complicated, make a copy of the page from the current catalog and write in the information to make the change understandable.

\_\_\_\_\_  
Initiator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Paragraph heading from current catalog

\_\_\_\_\_  
Page number or Web link/location

DESCRIBE IN DETAIL THE CHANGE YOU DESIRE: (Attach Pages as Necessary)

### APPROVALS:

Immediate Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Curriculum Committee Representative (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Appropriate Vice President \_\_\_\_\_ Date \_\_\_\_\_

**Vice President:** Please send the original form to Linda Nicol, the catalog change coordinator. You may wish to make a copy of this form to retain in your office.

A summary of catalog changes will be e-mailed to all college employees once per semester by the coordinator. The catalog will be updated on the college's web site once per semester.

Catalog Change Coordinator: Please send a hard copy of this form when process is completed to the following:

Steve Williams	Mark Hupp	Karen Reed
Mark Monnes	Gina Kamwithi	

