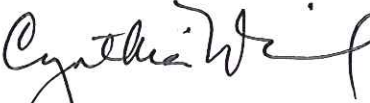


## STILLMAN COLLEGE

Policy Name: POLICY FOR ARCHIVED COLLEGE CATALOGS		Approved by President
College Division: Institutional Effectiveness	Date Established: 12/4/18	
Date Revised:	Date Removed:	

### **Policy Statement:**

Stillman College recognizes the importance of providing access to course and degree requirements found within both print and digital College 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 Catalogs by contacting the Registrar's Office.

### **Procedures for Implementation:**

The Registrar will maintain copies of printed College Catalogs within the fireproof cabinets located within the Registrar's Office. The Registrar will maintain digital College Catalogs on the Stillman College Website, on the College's Google Drive/Vault, and on the Registrar's personal computer. The Registrar will provide access to printed copies for requests that are made in person within the Office. The Registrar will provide digital files (either pdf for Catalogs produced digitally or scan for printed Catalogs) for requests made by email or phone.

### **Publication of Policy and Procedure:**

The Policy for Archived College Catalogs is published within the College Catalog and on the Registrar's page of the Stillman College's website.

### **Compliance:**

Compliance with the policy is mandated and failure to comply with or follow this policy may result in disciplinary action.