

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title:	Catalog Production Procedure	<u>Number</u> 211
Related Policy:	Curricula (Programs of Study) – 6Hx20-2.001	<u>Page</u> Page 1 of 1

**I. Purpose**

To provide a timely and accurate *College Catalog* which is reflective of current curriculum and academic policies.

**II. Procedure**

- A. Each November, the Dean, Baccalaureate Studies and Academic Support, will distribute requests for additions, corrections, deletions, and revisions in the prior year’s catalog copy text.
- B. The department heads, deans, directors, and their other appropriate staff will review the sections appropriate to their areas and submit revised materials via the online catalog system. At the same time, any courses which have not been offered within the last five (5) years and for which there are no plans for offerings within the next five (5) years, should be deleted from the catalog copy. Courses deleted for this reason shall also be made inactive in the College master course file. Reinstatement of such courses will require approval of the College Curriculum Council.
- C. By the last week of January each year, the Dean, Baccalaureate Studies and Academic Support, will begin to compile the *College Catalog* for delivery to the printer.
- D. The proofing of galleys and selection of cover art and photographs will be coordinated by the Dean, Baccalaureate Studies and Academic Support, in coordination with the Vice President, Academic and Student Affairs.
- E. The Registrar will coordinate the storage and distribution of the *College Catalog*.

Responsible Official:	Vice President, Academic and Student Affairs
President’s Signature:	 Date: 08/28/23