

Polk State College Procedure

Subject	Reference	Date	Number
College Catalog/Handbook Procedure	DBOT Rule 2.09 Florida Statute 1006.50	11/5/2019	6031

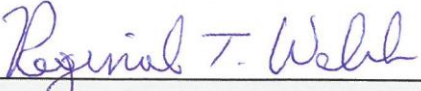
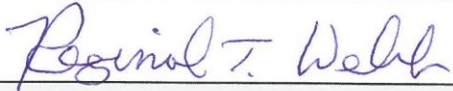
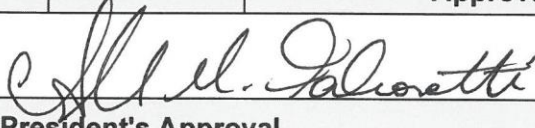
I. Purpose

The purpose of this document is to authorize and direct the publication of a *Polk State College Catalog/Handbook* on an annual basis. The *Polk State Catalog/Handbook* incorporates both the traditions of the College Catalog with the statutory requirements of the Student Handbook. The merged document is called the *Polk State College Catalog*.

II. Procedure

- A. The Registrar is to coordinate publication of the *Polk State College Catalog*. The Catalog is to be published one time per academic year and must be available online no later than July 1 of each academic year.
- B. The annual process of updating the Catalog is to be handled within the College's catalog management software.
- C. Appropriate members of the College faculty and staff (e.g., the President and President's Staff members, Academic Deans, Student Services staff members) shall have editing input.
- D. The Registrar and other district staff members coordinate the updates and editing of the Catalog with those who are assigned tasks during the Catalog's production process, and also coordinate the review of completed sections with the College Editor.
- E. The Office of Communications and Public Affairs provides photos and other marketing enhancements for the catalog management software in collaboration with the Registrar.
- F. When completed, the Catalog is annually published to the College's website. This does not preclude necessary Catalog updates.
- G. President's Staff members have the opportunity to provide input in the final proof of the *Polk State College Catalog*.

History: Adopted: March 13, 1979, Renumbered: February 26, 1980
 Revised: February 25, 1988; February 6, 2001; September 26, 2006; September 14, 2009;
 April 26, 2012; July 1, 2014; and November 5, 2019

	11/18/19		11/18/19
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			11/18/19
President's Approval			Date