

2.04.00.01 College System of Tennessee Institution Catalogs



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Policy/Guideline Area

Academic Policies

Applicable Divisions

TCATs, Community Colleges

Purpose

This policy establishes minimum standards for publication and contents of catalogs for institutions governed by the Tennessee Board of Regents (TBR).

Definitions

- Systemwide Course Inventory - The comprehensive list of courses delivered by TBR institutions that will be accessible online and will serve as a tool for faculty for curriculum development and revision. The inventory will provide access to:
 - Common Course Libraries developed for associate of applied science degrees and technical certificates;
 - Common course identifiers and learning outcomes for general education courses;
 - Listing of TN eCampus courses, and;
 - Courses and competencies for programs delivered at the technical colleges.
- Academic Credential - An academic credential is any of the following: 1) certificate, 2) diploma, or 3) degree from a credit-bearing program.
- Accreditation Standards - When accreditation standards are referenced in this policy it refers to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) for community colleges and Council on Occupational Education (COE) for technical colleges.

Policy/Guideline

I. General Provisions

- A. Each TBR institution must publish a catalog for each academic year which provides a comprehensive description of educational services and programs provided by the institution. In addition, the catalog must include information which is required for compliance with accreditation standards, Board policies, and federal and state laws and regulations.
- B. Catalogs must be published in digital format and available online. However, if published in paper format the number of copies produced must reflect the actual needs as determined by the institution.
- C. The catalog (digital or print) for each year must be securely archived as an official permanent record to serve former and returning students in accordance with accreditation standards.

II. Scope of Catalog

- A. The catalog must reflect the academic terms to which the catalog applies including summer sessions.
- B. Each catalog must specify the effective period for which the requirements set forth in the catalog are in effect, subject to changes as provided herein. That period shall not exceed seven (7) years from the beginning of the first academic term covered by the catalog.
- C. Each catalog shall contain the following statement:

The course offerings and requirements of the institution are continually under examination and revision. This Catalog presents the offerings and requirements in effect at the time of publication; it does not guarantee that such offerings and requirements will not be changed or revoked. Adequate and reasonable notice will be given to students to be affected by any changes. This Catalog is not intended to state contractual terms and does not constitute a contract between

the student and the institution.

The institution reserves the right to make changes as required in course offerings, curricula, academic policies and other policies and rules affecting students, to be effective whenever determined by the institution. Such changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

Procedures

I. Minimum Standards of Content

A. Calendar

1. Each catalog must include the calendar for each academic term to which it applies. The calendar shall include, but is not limited to:
 - a. The period of registration,
 - b. The beginning of classes,
 - c. The last dates to add and drop courses,
 - d. Holidays,
 - e. The last date to withdraw from the institution,
 - f. Dates for applications for graduation,
 - g. The period of final examinations, and
 - h. The date of commencement.
2. The calendar must provide 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. Listing of Administrators, Faculty and Staff

1. The catalog must include an appropriate listing of the chief administrators, the faculty, and appropriate members of the professional staff of the institution.
2. The listing of faculty must reflect the department, academic rank, and the appropriate degree or degrees by year of each faculty member.

C. Listing of Academic Programs

1. Each catalog must contain a concise listing of all programs offered by the institution which have been approved by the Tennessee Board of Regents.
2. No program or major for which approval is pending shall be identified in the catalog.

D. Admissions and Transfer Credit

1. The catalog must contain the general admissions policy for the institution, and any special admissions policies for specific programs, which have been developed consistent with and approved pursuant to the Board's Admissions Policy, No. 2.03.00.00.
2. The policy of the institution on the acceptance of transfer credit, as approved pursuant to the Board's Admissions Policy, must be clearly stated in the catalog.
3. The catalog must provide an explanation of transferability, including the Tennessee Transfer Pathways (TTPs), articulation options, and alternative credit options.
4. Community College programs designed for transfer must be clearly identified in the Catalog.

E. Academic Retention and Readmission

1. Each catalog shall contain the academic retention standards of the institution, and the policy on readmission of students who have been dismissed or suspended.

F. Academic Regulations

1. The catalog must 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.

G. Course Descriptions

1. The community college catalog must provide course descriptions of all courses and the technical college catalog must provide program descriptions for all programs offered by the institution in accordance with any applicable accreditation standards.
2. Course descriptions may also be published in any other format appropriate for distribution to students and other interested persons.
3. The catalog and other published materials concerning all institutional offerings on and off campus must accurately reflect the academic resources of the institution in accordance with any applicable accreditation standards.

H. Academic Credential Requirements

1. Completion requirements of the institution for all programs must be included in the catalog.
2. For each academic program, the catalog should reflect an orderly and identifiable sequence of courses with an appropriate system of prerequisites.

3. The catalog must clearly define minimum and maximum credit hours for community college programs and clock hours for technical college programs that are required for each credential to be awarded.
- I. Financial Aid
 1. The catalog must contain information concerning financial aid policies and programs offered by or through the institution. The financial aid policies of the institution must be clearly expressed with both general and specific requirements in accordance with any applicable accreditation standards.
 2. The catalog need not contain the information concerning financial aid programs required by federal laws and regulations, provided such information is available upon request by any student.
 - J. Privacy
 1. The catalog shall contain notification of privacy rights required by the Family Educational Rights and Privacy Act of 1974 and the regulations promulgated thereunder. The notification language must be approved by the TBR Office of General Counsel.
 - K. Nondiscrimination
 1. The catalog shall contain appropriate statements concerning the policies of the institution against discrimination based on race, sex, age, color, national origin, and handicap consistent with federal laws and regulations. The language used must be approved by the TBR Office of General Counsel.

Sources

Authority

T.C.A. § 49-8-203; Family Educational Rights and Privacy Act of 1974, as amended; Rules & Regulations of the Southern Association of Colleges & Schools (SACS), Tennessee Higher Education Commission.

History

TBR Meetings, June 30, 1978; September 30, 1983; December 15, 1989; Revision, renaming and incorporation of former policy 2:04:00:05 approved by Board on December 13, 2018.

Related Policies

[2.03.00.00 Admission at the Community Colleges](#)