

Please refer to Tennessee Board of Regents [Policy No. 2:04:00:01](#)

The Pellissippi State Community College catalog will serve as the publication that provides a comprehensive description of the educational services of the College. The catalog will contain the information needed to comply with accreditation standards, Tennessee Board of Regents (TBR) policies, and federal and state laws and regulations. The Pellissippi State catalog will contain as a minimum the following information:

I. Academic Calendar

The catalog will contain the academic calendar for each academic term to which it is applicable. The calendar will contain as a minimum the following for full-term courses: the period of registration, the beginning of classes, the last dates to add and drop courses, the last date to withdraw from the College, and the period of final examinations. Holidays, dates for applications for degrees, and the commencement data will also be included. The calendar will contain 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 College, including severe weather, loss of utility services, or orders by federal and state agencies.

II. Listing of Faculty and Staff

The catalog will contain an appropriate listing of the chief administrators, the faculty, and appropriate members of the professional staff of the College. The listing of faculty will reflect the department, academic rank, and the appropriate degree or degrees by year of each faculty member.

III. Listing of Degree Programs

The catalog will contain a concise listing of all degree programs and certificates offered by the College which have been approved by TBR and by the Tennessee Higher Education Commission. No program for which approval is pending will be printed in the catalog.

IV. Admissions and Transfer Credit

The catalog will contain the general admissions policy for the College, and any special admissions policies for specific programs which have been developed in accordance with TBR Policy [No. 2:03:00:00, Admissions](#), Admissions, and Pellissippi State [Policy No. 03:11:00, Admissions and Registration](#). There will be a statement of the policy of the College on the acceptance of transfer credit.

V. Academic Retention and Readmission

The catalog will contain the academic retention standards of the College and the policy on readmission of students who have been dismissed or suspended, developed pursuant to TBR Policy [No. 2:03:01:01, Undergraduate Academic Retention Standards](#).

VI. Academic Regulations

The catalog will contain the academic regulations of the College including policies concerning class attendance, classification of students, full-time and maximum course loads, withdrawals, and alternative methods of obtaining credit.

VII. Curriculum

The catalog will contain course descriptions of all courses being offered by the College at the time of the printing of the catalog. Course descriptions for those courses developed after the printing of the College catalog will be available on the College's Master Syllabi webpage. All course descriptions will clearly and accurately describe the contents of the courses, and will not contain any representation of the result to be expected from enrollment in the course.

The catalog will accurately and honestly reflect the academic resources of the College with regard to course offerings both on and off-campus.

VIII. Degree Requirements

The degree requirements of the College for all programs will be included in the catalog consistent with TBR Policy [Nos. 2:01:00:00, Degree Requirements](#), [2:01:00:03, Principles for Articulation in Vocational/Technical Education](#), and Pellissippi State [Policy Nos. 03:01:00, Degree Requirement - Career Programs not Designed for Transfer](#), and [03:08:00, Articulation in Vocational/Technical Education](#). For each degree program, the catalog will reflect an orderly and identifiable sequence of courses with an adequate number of hours required in courses above the elementary level, with an appropriate system of prerequisites. The catalog will define a major or field of concentration, with a stated minimum and maximum of hours required. There should be limitations on the number of hours allowed in specialized areas, and provision should be made for electives.

IX. Financial Aid

The catalog will contain information concerning financial aid policies and programs offered by or through the College, and the financial aid policies of the College should be clearly expressed and openly published, and will contain both general and specific requirements.

X. Privacy

The catalog will contain the policies and procedures of the College developed to implement the Family Educational Rights and Privacy Act of 1974 and the regulations, promulgated thereunder. (See Pellissippi State [Policy No. 04:03:00, Student Records Confidentiality](#).)

XI. Nondiscrimination

The catalog will contain appropriate statements concerning the policies of the College against discrimination on the basis of race, gender, age, color, national origin, and disability consistent with federal laws and regulations. (See Pellissippi State [Policy Nos. 00:03:00, Equal Opportunity and Nondiscrimination in Education and Employment](#) and [04:07:00, Services for Students with Disabilities](#).)

The Pellissippi State catalog will clearly reflect the academic terms for one academic year, including summer sessions. The degree requirements set forth in any catalog will remain in effect during the student's attendance at Pellissippi State, subject to changes as provided herein, provided that the catalog used is within six years of the date of graduation. The catalog will not state contractual terms and does not constitute a contract between the student and the College.

The College will maintain copies of the catalog for each year as a permanent record of the College. The College will file ten (10) copies of the catalog for each year with the Chancellor of the Tennessee Board of Regents.

The development of the catalog shall be the responsibility of the Vice President of Learning.

Source: Tennessee Board of Regents, Policy No. 2:04:00:01
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