

Purpose

This policy describes the purpose of the Pellissippi State Community College catalog and lists the required contents of the catalog.

Policy

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 the following information for the applicable academic terms, including summer: 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 dates of commencement 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 a 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 [2:03:00:00 Admission at the Community Colleges](#) and Pellissippi State [Policy 03:11:00 Admissions](#). 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 [2:03:01:01 Undergraduate Academic Retention & GPA 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 as described in Pellissippi State Policy [03:11:01 Academic Standards](#).

VII. Curriculum

The catalog will contain course descriptions of all courses being offered by the College at the time of the release of the catalog. 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.

VIII. Degree Requirements

The degree requirements of the College for all programs will be included in the catalog consistent with TBR Policies [2:01:00:00 General Education Requirements and Degree Requirements](#) and Pellissippi State Policies [03:01:00 Degree Requirements and Credentials Awarded: Career Programs not Designed for Transfer](#) and [03:01:01 Degree Requirements: Transfer Programs](#).. 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 and 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.

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.

IX. Financial Aid

The catalog will contain information concerning financial aid policies and programs offered by or through the College. 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 (FERPA) and the regulations promulgated thereunder. (See Pellissippi State [Policy 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, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, or other category protected by federal or state civil rights law related to the College.. (See Pellissippi State [Policies 00:03:00 Equal Opportunity and Nondiscrimination in Education and Employment](#) and [04:07:00 Disability Services](#).)

The College will maintain archival copies of the catalog for each year as a permanent record of the College. The development of the catalog shall be the responsibility of the chief academic officer.

Source: Tennessee Board of Regents, Policy [2:04:00:01 College System of Tennessee Institution Catalogs](#)

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