



University Catalogs	
Responsible Divisions: Vice Presidents for Academic Affairs and Health Affairs	Responsible Office: University Registrar, Deans of College of Pharmacy and College of Medicine

### Policy Purpose

The purpose of this policy is to ensure that students (including prospective, undergraduate, graduate, and professional students), constituents, and the public have access to information about the university that is complete, accurate, timely, accessible, clear, and sufficient.

### Policy Statement

- A. In accordance with the policies of the East Tennessee State University Board of Trustees, ETSU annually publishes catalogs that provide to multiple audiences information about the university, institutional policies and procedures, degree program and academic requirements, and student services and resources. A catalog does not constitute a contract between a student and ETSU.
- B. ETSU will maintain an archive of print or digital versions of the catalogs.
- C. The degree requirements for programs of study presented in a catalog remain in effect for six years, including the first year to which the catalog applies. Revisions to program policy, programs of study, and courses must be approved by appropriate bodies. Changes in degree requirements for programs of study ordinarily take effect in the year to which a catalog applies. Other policies presented in catalogs may take effect immediately upon approval by appropriate bodies. Likewise, some non-curricular changes may apply retroactively to students pursuing curricula depicted in earlier catalogs.
- D. The deadline for curricular revisions for the next academic year’s catalog is March 15. Curricular actions earning final approval after the deadline will be deferred to the subsequent catalog and will take effect in the fall term to which that catalog applies. Editorial changes that clarify or correct errors without changing curricula, requirements, or policies may be implemented at any time.  
 Exceptions to the deadline date are only available for changes required by state law, state policy, mandated accreditation, or other bonafide contingencies. Such exceptions must be authorized by the Provost. To qualify for an exception to the deadline for catalog changes, the requesting unit must notify the Provost within ten working days of becoming aware of a potentially qualifying exception.

The Provost approves or disapproves the request and informs the dean or administrative unit head within ten working days.

- E. ETSU’s curriculum review process requires departments to identify how students will be notified of changes that impact their programs of study. As part of the curriculum proposal, the originating party provides a transition plan for those students that may be significantly affected by the changes in curriculum. In addition, any changes to the published catalog are documented in the affected catalog under the “changes/additions to catalog” section with an explanation of why the changes were made along with the date the changes were made.

## Policy History

Effective Date: Technical Revision 4/14/2022

## Procedure

- A. The university registrar, as well as the colleges of medicine and pharmacy, establishes a catalog production timeline for the annual publication of its catalogs.
- B. Minimum catalog content/sections includes
- ETSU Mission, Values, and Vision Statements
  - Accreditation Statement
  - Academic Calendar
  - Admissions (University and Program Specific)
  - Advising and Registration
  - Programs of Study
  - Costs, Financial Aid, and Scholarships
  - Degree and graduation requirements
  - Course descriptions
  - Help, Student Services, and Resources
  - Organizations and Activities
  - Faculty and Administrators
  - Policies and Procedures (Academic, Conduct and Rights, Records, Safety and Security, etc.)
  - Misrepresentation of Academic Credentials (T.C.A. Sec. 49-7-133)
- C. Registrar staff involved in the catalog production document editorial changes.
- D. Academic administrators provide content and revisions as prescribed in the timeline.
- E. The Office of the Registrar maintains archival versions of catalog. Online catalogs from 2002 forward are archived on the Registrar’s website. Printed catalogs prior to 2010/2011 are archived in the Archives of Appalachia. For catalogs printed prior to 2002, anyone may request copies of information from the Office of the Registrar.

## Procedure History

Effective Date: Technical Revision 4/14/2022

## Related Form(s)

Catalog Information Request Form located on the Registrar's website under Catalog.

## Scope and Applicability

Primary:       Academics  
Secondary:     Students  
                  Governance