



## Policy Directory

Responsible Division: Academic Affairs  
Responsible Office: Academic Affairs  
Issue/Revision Date: 12/01/2017

## **Catalog Revisions**

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### Policy:

This policy clarifies the University's right to revise any catalog-provision, offering, or requirement at any time within the student's period of study.

The Alcorn State University Catalog represents the current curricula, educational plans, and requirements of the University at the time the Catalog text was prepared. The curricula, reposed in the Catalog, are programs of study which contribute to completion requirements leading to the award of the credential known as the Alcorn degree.

In accordance with University policy and *Institutions of Higher Learning Policies & Bylaws*, the University reserves the right to revise any catalog-provision, offering, or requirement at any time within the student's period of study. Yet, consistent with the foregoing policy, **under no circumstance may a(n) instructor, staff, faculty member, chair, dean, academic unit or committee modify the Catalog requirements, explicitly or implicitly, no matter how compelling the reason, without the express authorization of the Provost.** Furthermore, and to that end, departmental or school "curricular sheets," "status sheets," or "graduation plans," etc. must derive from and mirror the Catalog-based curricular requirements for the applicable year. Such internal documents must be the "mirror-image" of the public Catalog. They must not vary from curricular requirements in the catalog for the same year especially because students rely on Catalog accuracy and status-sheet consistency as they matriculate through their various departmental programs. The Catalog in force at the start of their college experience is their beacon as they persist and progress toward completion, and ultimately graduation. Where conflicts or variances exist with respect to departmental curricular content, the Catalog supersedes.

Students are ultimately responsible for knowing and fulfilling all University, school, and major requirements for graduation. Students should use their degree audit, Catalog, and other resources not limited to, but including University College and Departmental advisors, for information and guidance. The faculty, administration, and staff share a responsibility to provide accurate information and effective curricular advice.

The Office of the Provost is responsible for providing students, faculty, and advising staff with the determination and accuracy of curricular information manifested in the Catalog. Departments are

responsible for the regular review and update of the various degree programs in their units. Due diligence should be given to appropriate approval process for changes/revisions at the departmental school and university levels. Departments ensure the accuracy of information submitted for inclusion in the University catalog. Once published, the catalog becomes a snapshot in time – the official document/publication of the University for that academic year's requirements. Thus, changes mandated by the Mississippi Institutions of Higher Learning (IHL), regional accrediting bodies, departmental accreditors, or the University can only be attached as addenda. These addenda must likewise garner appropriate process and procedural approval.

The dean for each school and chairperson for each department enforce the Catalog within their units, fully and completely. Failure to follow the above policy will result in appropriate disciplinary action, up to and including termination.