

Essex County College College Regulation

REG 1-14 OFFICIAL PUBLICATIONS AND CATALOGS

Purpose:

To ensure the accuracy, integrity, and consistency of all official print and electronic publications, including the Essex County College Catalog.

Application:

A. General Publications

As a medium through which an institution conveys its mission, character, goals and objectives, official publications reflect the institution's integrity, commitment, and reputation. Consequently, all information released by the institution shall be true and accurate.

B. Official Catalog

In particular, Essex County College's official catalog sets forth the responsibilities of both the student and the institution. As the nature of these responsibilities is subject to frequent change, official catalogs shall be printed or electronically updated at intervals sufficient to ensure currency of information and in quantities sufficient to supply interested persons.

Official catalogs shall include at least the following information:

1. A statement of institutional mission;
2. Statements of institutional and programmatic accreditation;
3. Lists of faculty and administrative officers, including their earned degrees;
4. Complete curricular information; including course descriptions and the grading system;
5. Requirements for admissions, transfer, and graduation;
6. Policies for awarding degree credit and policies on academic progress, academic standing, and withdrawal;
7. Descriptions of facilities and of available student support services;
8. Students' cost, as well as refund and financial aid policies;
9. An academic calendar;
10. A list of members of the Board of Trustees; and
11. A description of rules and regulations regarding students if not described in other publications available to students.

Essex County College shall file annually with the Commission on Higher Education a copy of its official catalog(s) either via paper copy of its catalog(s), an electronic copy or an accurate web address for access to the catalog.

Responsible Official(s):	Reference(s): N.J.A.C. 9A: 1-1.12
Regulation History: App. 3/11 Rev. 7/11, 3/17	Attachment(s):