



Policy: Catalog Policy

Effective: June 1, 2019

Policy Type: Administrative

Responsible Department: Academic Affairs Office

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**Policy:** Each program at the institution maintains a catalog in which basic academic information related to the program's goals, expectations, admission, policies, accreditation, and other pertinent information is described.

- 1.0 Grace makes every attempt to provide information that, at the time of publication, most accurately describes the policies, procedures, and requirements of the institution and its individual programs.
- 2.0 The provisions of the academic catalogs are, therefore, to be considered a guide and not to be regarded as a contract between any student and the institution. Course content and institutional policies governing admissions, tuition and campus life are under constant review and revision.
- 3.0 Grace reserves the right to change any statement contained within the catalog at any time and without prior notice including academic provisions, policies, or requirements (e.g., modifications to classes, fees, personnel, academic policies, and programs) and the right to withdraw or amend the content of any courses described in the catalogs as may be required or desirable by circumstances. Grace will, however, make every attempt to give students prior notice to changes in policies and other catalog content when possible and rarely implements changes during an academic year.
- 4.0 Courses of study for non-traditional, graduate, and seminary programs and check sheets for undergraduate students may undergo revisions; however, these are typically implemented in the fall of the new academic year.
- 5.0 All students are expected to be familiar with the catalog(s) associated with their selected program(s) of study with the understanding that policies and procedures of their selected program(s) may change from year-to-year. The current year's catalog should, in most situations, be considered the catalog applicable to the student. Students should read the catalog carefully and consult with an advisor to determine how these policies related to their individual circumstances.
- 6.0 In some programs, students are asked to acknowledge in writing their receipt of the program's catalog.

#### Revision Process and History

- All revisions to the policy must be approved by the Provost Council.

| Date       | Description of Revision                   |
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| 05-14-2019 | Transferred policy to new policy template |
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