



## GENERAL CATALOG PROCEDURE

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**Effective Date:** July 22, 2019

**Responsible Office:** Office of the Provost/Vice President for Academic Affairs

**Division:** Academic Affairs

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#### **I. PURPOSE/OBJECTIVE**

To ensure the university general academic catalog is updated bi-annually and published timely.

#### **II. STATEMENT OF PROCEDURE**

- A. A request for all general catalog revisions will be forwarded from the Office of the Provost/Vice President for Academic Affairs campus-wide at least one year prior to the publication of the general catalog identifying a date that all catalog revisions are due. Monthly reminders will be forwarded to emphasize the deadline.
- B. All revisions should be submitted electronically to the Office of the Provost by the designated deadline.
- C. Respective units will review and submit the necessary revisions related to the General catalog to the Office of the Provost which may include the following:
  - 1. University General Information
  - 2. Academic Calendars
  - 3. Undergraduate Principles
  - 4. Undergraduate Admissions
  - 5. Financial Information
  - 6. Student Life
  - 7. Academic Regulations
  - 8. Academic Programs for Grambling State University and High School Students,
  - 9. Graduate Studies
  - 10. Reserve Officers Training Corp(ROTC)
  - 11. Undergraduate and Graduate Academic Programs, Personnel Related and Campus Maps.
- D. The assigned staff member as identified by the Provost/Vice President for Academic Affairs is responsible for updating the general catalog with approved revisions only.
- E. A draft copy of the revised catalog will be forwarded to the respective unit associated with revisions for review at least 60 days prior to publication with a 2-week turnaround.

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- F. At least 45 days prior to the publishing of the general catalog, the respective unit associated with revisions will review and notify the Provost/Vice President for Academic Affairs.