

## **6.3.2.p.a.p CGTC College Catalog Retention Procedure**

The archiving of official catalogs, digital or print, enables Central Georgia Technical College (CGTC) to maintain relevant information for course and degree requirements sufficient to serve former and returning students. College catalog archives are used for historical reference and informational purposes. Information or policies within the archived catalogs, though accurate at the time of publication, may no longer be accurate and/or applicable, but rather are updated annually to preserve current information. Students admitted to the College are admitted under the “catalog-in-force” rule meaning the information published in the “catalog-in-force” is relevant to the student according to the date of the student’s admission to the College.

CGTC publishes a new catalog prior to the beginning of each academic year. Once the new academic year’s catalog is published, the previous year’s catalog is archived. Printed copies of archived catalogs remain on file indefinitely in the Office of the Registrar.

### **Responsibility:**

The Vice President for Student Affairs has the overall responsibility of ensuring this procedure is implemented.

**Effective:** January 2018

### **References:**

Technical College System of Georgia Procedure 6.3.2p (v.r.) TCSG Student Records Retention Schedule