

CPTC Procedure: Archived Information

The archiving of official catalogs, digital or print, enables Coastal Pines Technical College (CPTC) 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 College catalog archives are used for historical reference and informational purposes.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 admission.

CPTC publishes a new catalog prior to the beginning of each academic year in August. Once the new year’s catalog is published, the previous year’s catalog is archived. Printed copies of archived catalogs are retained in the Registrar’s Office for a period of 10 years and then transferred to CPTC’s Library on the Main Campus. As referenced in the *Technical College System of Georgia Procedure 6.3.2p (V.R.) TCSG Student Records Retention Schedule*, catalogs are retained permanently.

All college catalogs are maintained electronically and backed up regularly to ensure long-time maintenance of the college’s catalogs. The Registrar is responsible for maintaining the electronic copies of the catalogs.

Responsibility:

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

Adopted: December 12, 2017

Reviewed: March 10, 2022