

## MORRIS COLLEGE

**Policy Name: POLICY FOR ARCHIVED COLLEGE CATALOGS**

**College Division: Enrollment Management and Records**

**Date Established: October 20, 2019**

Policy Statement:

Archived print and digital copies of college catalogs are maintained by the Office of Enrollment Management and Records and can be accessed by request in person email or phone.

Procedures for Implementation:

The Office of Enrollment Management and Records will maintain printed and electronic copies of the college catalogs. It will:

- Ensure that all digital college catalogs are available on the Morris College website,
- Ensure that all copies of digital college catalogs are securely stored in the office,
- Ensure that printed copies of college catalogs are properly stored for easy retrieval, and
- Provide access to copies of the college catalogs by requests made in person, by email, or phone.

Publication of Policy and Procedure:

The Policy for Archived College Catalogs is published in the print edition of the college catalog and displayed on the College Catalog page of the Morris College website.

Compliance:

Compliance with the policy is mandated in the job description of the Assistant Director of Enrollment Management and Records and failure to comply with or follow this policy may result in disciplinary action.