

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 2158

TITLE: MAINTENANCE OF ARCHIVED COLLEGE CATALOGS

BASED ON POLICY: 2.15 SAFEKEEPING, REPRODUCTION, AND DESTRUCTION OF RECORDS

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ACADEMIC AFFAIRS AND STUDENT SERVICES

I. Purpose:

To ensure that archival versions of College Catalogs are maintained

II. Procedure:

- A. The registrar or the president's designee ensures the availability of archived official catalogs, digital or print, with relevant information for course and degree requirements sufficient to serve former and returning students.
- B. Digital copies of the current and most recent academic year's SFSC catalogs are maintained on the College's website (southflorida.edu).
- C. Print copies of all past versions of the College Catalog are available within the Registrar's Office.
- D. Former students may contact the Registrar's Office in person, via email, or via regular mail, and request a copy of a past catalog of record.

HISTORY: Adopted: 10/6/20

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Reviewed:

Revised: