

**Eastern West Virginia Community and Technical College  
REGULATION NO. – A.R. 3.20**

**TITLE: CATALOG DEVELOPMENT AND PRODUCTION REGULATON**

**DEFINITION:** The Catalog Development and Production Regulation defines the process to develop, change and publish the academic catalog each year. The regulation identifies tasks with responsible offices and the production timeline to assure efficient and effective processes. The regulation review points to address changing institutional parameters and student needs. The final decision regarding acceptability of proposed catalog is made by the Vice President of Academics and Student Services upon recommendation of the Academic Curriculum and Assessment Committee and President’s Cabinet.

**EFFECTIVE DATE:** August 28, 2019; March 18, 2026

**SUMMARY OF PROCESS:**

The Vice President of Academics and Student Services initiates the catalog development process by announcing timelines and circulating a hard copy to the President’s Cabinet. Submission of catalog changes are made by the Cabinet members for each department.

Academic Regulation (A.R. 3.7) Academic Curriculum and Assessment Committee (ACAC) Regulation provides the process and the level of approval required. All catalog changes to the academic portions of the catalog must be approved through the Academic Curriculum and Assessment Committee (ACAC) Regulation

Throughout the year these are compiled from the Academic Curriculum and Assessment Committee (ACAC) Regulation meetings. The last month that changes can be submitted to the Academic Curriculum and Assessment Committee (ACAC) Regulation is the November meeting.

Changes by other departments may be submitted at any time throughout the year to the Vice President of Academics and Student Services but no changes are implemented until the fall semester.

Final authorization for catalog changes rests with the President.



\_\_\_\_\_  
President

05/05/2026

\_\_\_\_\_  
Date

**APPENDIX A**

Approved by LOT: 8/5/219; 3/6/26  
Approved by President’s Cabinet: 8/13/19; 3/10/26  
Reviewed by the Board of Governors: 8/28/19; 3/18/26

### PRODUCTION SCHEDULE:

DATE	TASK	PERSON RESPONSIBLE	COMMENTS
October	Distribution of Timeline and Word document of current catalog	Vice President of Academics and Student Services or designee Academic Services Coordinator	A hard copy of the catalog is circulated in October to the Assoc. Dean of Academics and Assessment, Learner Support Services staff, Workforce and Business Office for review of their sections and updates. All changes are submitted to the Vice President of Academics and Student Services
November	Final for approval of any changes to be incorporated into the next catalog.		
December	Updates to WORD document	Academic Services Coordinator	Begin integrating the changes into a WORD document in December. The first draft and working copy are submitted to marketing February 1.
February 1	Copy due in Word Doc form		All changes should be incorporated when the document is submitted. No additional changes will be accepted by any department.
February 25	Finalize design, Proof to Eastern		Design should be reviewed and approved by the Cabinet members.
March 1	Print quotes submitted  PO Submitted to Business Office		
March 6	Edited proof back to the President's Cabinet		All divisions should review the edited proof to verify that the correct changes were made.
March 14	Final proof to Eastern		
March 20	Final edited proof to the Board of Governors		
March 23	Catalog to printer  <b>Catalog posted to website</b>	Webmaster	
April 1	Available to students prior to the start of registration for fall/summer.  <b>Print and bound catalog delivered to Eastern</b>	Learner Support Services  Academic Services Coordinator	Distributes to new students at One-Stop Orientation  Distributes to full time on-campus faculty and Cabinet

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