Mid-Year Catalog Revisions

Occasionally it is necessary to revise the catalog mid-year. Remembering that the catalog is a contract between the college and its students, revising the catalog mid-year is an action that should be done sparingly and with careful consideration. The criteria for making mid-year revisions should be limited to published information that may cause harm and is of immediate concern. For example, it would potentially cause harm to students if the catalog included an incorrect date for an application deadline. Students could miss the deadline and not be accepted to the program because of the publication of erroneous information. The need for the revision is immediate because waiting to make the correction until the next catalog could result in harm to students in the current academic year. On the other hand, degree/certificate/program revisions generally can and should wait until the next academic year and the new catalog. In this example, changing program requirements mid-year is much more likely to harm students than waiting to make the changes at the start of the new academic year.

> *Mid-year catalog revisions should be done sparingly and with careful consideration, using the change criteria of harmful and immediate as a guide.*

Upon determination of meeting the criteria, mid-year catalog changes may be made through the following process:

1. Submit proposed mid-year catalog changes with justification to:
   a. Susan Lewis, Dean of Teaching & Learning Foundations slewis@cgcc.edu for curriculum and accreditation related catalog sections (Sections 1. Welcome to CGCC and 2. Course Descriptions)
   b. Cat Graham, registrar cgraham@cgcc.edu for student support information and addenda (Sections 3. Student Information and 4. Addenda)
2. Determine if the change meets the criteria of harmful and immediate.
3. Proposed changes reviewed and approved by the appropriate vice president
   a. Sections 1 and 2 approved by the vice president of Instructional Services
   b. Sections 3 and 4 approved by the vice president of Student Services
4. Susan or Cat prepares the request and sends approved changes to the catalog developer (Tony Morales, tmorales@cgcc.edu). Information to be sent includes:
   a. Errata entry (using the Catalog Errata submission spreadsheet) – listing of changes to be entered as an addendum to the posted catalog. Errata includes: catalog page number; program, course or topic heading of item; requested correction; date of correction; submitter and approving VP.
   b. If the correction is complicated, include a copy of the catalog page with mark-up.
5. Tony will make the change in the current posted catalog, update the Errata (the Errata will be included following the front cover page), and repost the catalog.
6. Tony will send a notification that the work has been done to Cat, including a link to the updated catalog.
7. Cat will send a notification out to all faculty and staff stating that there has been a mid-year revision made to the catalog, including a link to the newly posted catalog.
8. Recommended that faculty and staff review the change in order to stay abreast of college changes.

(suggested language for staff/faculty notification)

Dear faculty and staff,

This email is being sent to you as an information item only. A revision has been made to the posted 2025-26 CGCC catalog <catalog link>. Check the "Errata" on page 2 for specifics on mid-year revisions. Other than taking a moment to review the update, no action is required on your part.

If you have any questions, please contact Cat Graham, registrar, at cgraham@cgcc.edu.

Thank you, Cat

Mid-year catalog revisions, updated 7.14.25