



Pima County Community College District Board Policy

<i>Board Policy Title:</i>	Information for Students
<i>Board Policy Number:</i>	BP 3.26
<i>Adoption Date:</i>	3/18/81
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	10/30/14, 1/31/18, 11/8/23
<i>Revision Date(s):</i>	4/7/09, 10/30/14, 1/31/18
<i>Sponsoring Unit/Department:</i>	Office of the Provost
<i>Motion Number:</i>	2459
<i>Legal Reference:</i>	A.R.S. § 15-1891
<i>Cross Reference:</i>	

The College will ensure that crucial information is made available to all students.

Catalog

The College will publish an online catalog as a reference guide on College procedures, general information, admission and registration requirements for educational programs, course descriptions and facilities information. The statements in the catalog are for informational purposes only. Any statement in this catalog is subject to change by the College.

The College reserves the right to change any provision listed in the catalog, including but not limited to academic requirements for graduation, without direct notification to individuals. Efforts will be made to keep students advised in a timely manner of any such changes. Information on catalog changes will be made available on the College's website and in the Registrar's office.

Course Materials

Criteria for course material selection shall be based on the following:

1. Costs to students shall be considered in selection, with the goal of ensuring reasonable cost.
2. Course materials should be accessible or relatively easy to be made accessible,
3. All federal and state requirements regarding course material selection must be followed.
4. Attempts should be made to have the same course materials across the discipline i.e. modalities.
5. Attempts should be made to keep the same course materials for at least two years, i.e. textbooks.