

### 10.3 Archived information

The institution 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.

**Compliance Judgment:** In Compliance

#### Rationale

**Description of the bulletin.** The University of South Carolina Aiken (USC Aiken) produces a comprehensive [Academic Bulletin](#) <sup>[1]</sup> that describes the institution consistent with its mission statement and sets forth the obligations and responsibilities of both students and the institution. Among other things, the bulletin describes the institution's governance, its administrative structure, pertinent student regulations and policies, admissions requirements and standards, tuition and fees, academic and student services, resources and support, programs of study, courses, and faculty. Because of the dynamic, ever-changing nature of the university, a new Bulletin is produced on an annual basis.

**Responsibility and process for creation of the bulletin.** Responsibility for the production of the Bulletin and retention of past copies resides with the University Registrar. All proposed changes to courses and programs of study must attain internal and external approvals before being included in the Bulletin. The review process includes:

- Origination and approval by discipline faculty in consultation with senior administrators;
- Review by the Academic Council, which consists of school deans and department chairs;
- Review by the University Planning Committee for new undertakings to ensure alignment with the institution's mission and strategic goals;

- Review and approval by the General Education Committee of the Faculty Assembly if the courses or proposal changes impact General Education;
- Review and approval by the Courses and Curricula Committee of the Faculty Assembly for undergraduate degree material;
- Review and approval by the Graduate Advisory Council of the Faculty Assembly for graduate degree material;
- Review and approval by the Faculty Assembly;
- Review and approval by the USC Aiken Chancellor;
- Review and approval by the Academic Affairs Committee of the USC Board of Trustees;
- Review and approval by the USC Board of Trustees;
- Review and approval by the South Carolina Commission on Higher Education (SCCHE), if substantive; and
- Review and approval by the Southern Association of Colleges and Schools Commission on Colleges, if required.

As specified in [USC System Policy ACAF 2.00](#),<sup>[2]</sup> the effective date for a program change is the publication date of the next bulletin, after any required Board of Trustees, CHE, and SACSCOC approvals and notifications are completed. All approved changes that occur at the University over the course of a year are collected by the Registrar who includes the information in a Bulletin draft that is widely disseminated to chairs, deans, directors, and administrators for review. Publication of the Bulletin is timed to occur immediately prior to the start of each academic year but are frozen on February 15th of each year to establish the guidelines and regulations under which each class matriculates.

**Choice of bulletin.** As stipulated in the [Rights of Bulletin policy](#),<sup>[3]</sup> an undergraduate student may choose to obtain a degree in accordance with the curricular requirements for the particular degree set forth in the USC Aiken Bulletin current at the time of the student's initial enrollment, or any subsequent USC Aiken Bulletin, provided the student has not been absent from active enrollment at USC Aiken for a period

exceeding thirty-six months. However, a student is restricted in his/her choice of requirements to one specific USC Aiken Bulletin. Undergraduate students have a period of eight years, inclusive and continuous, in which to claim the rights of a specific USC Aiken Bulletin. Within the eight-year limit, an undergraduate student who has been absent from the University for no longer than three years and who has returned to complete his or her program of study, has the right to continue under the USC Aiken Bulletin in effect at the time of original enrollment. Alternatively, the student may elect the degree requirements set forth in the USC Aiken Bulletin in effect at the time of re-enrollment. When a student has been absent from enrollment at USC Aiken for a period in excess of three years, the student is restricted in his/her choice of program requirements to those set forth in the USC Aiken Bulletin in force at the time of re-enrollment or any subsequent USC Aiken Bulletin.

A [similar policy](#) <sup>[4]</sup> exists for graduate students. Graduate students are allowed to obtain a degree in accordance with the requirements set forth in the Bulletin at the time they are admitted to degree candidacy or under subsequent regulations published while they are enrolled as degree candidates. However, students are restricted in the choice of requirements of one specific bulletin. Graduate students in master's programs have a period of six years inclusive and continuous in which to claim the rights of a specific bulletin and to complete all degree requirements.

The choice of bulletin for a student is noted in a data field of the student records. It is also displayed as the "catalog year" on a comprehensive, easy-to-use, web-based academic advising and degree audit form through *Degree Works*. An illustrative example of the advisor/guidance form is provided for a student in the [Bachelor of Science in Nursing program](#) <sup>[5]</sup> on which the catalog year is highlighted. The notation of the bulletin choice in the student record serves returning and former students who may not recall the bulletin under which they fell while previously attending the university.

**Availability of bulletins.** Recent official electronic copies of the Bulletin are available online via the [USC Aiken Registrar's website](#) <sup>[6]</sup>; a link to the Bulletin site is prominent in the [main navigational menu on the University website](#).<sup>[7]</sup> Because all active students must be assigned to a specific bulletin from within the past eight years for

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undergraduates or past six years for graduates, only the most recent eight years of Bulletins are available on the website. Former students and the general public looking for information from earlier copies than that available online are directed on the bulletin website to contact the Registrar. Earlier electronic and printed copies of the Bulletin are maintained in the Registrar's office and in the USC Aiken archives, located in the university library.

### **Supporting Documentation**

1. [USC Aiken Academic Bulletin](#)
2. [USC System Policy ACAF 2.00](#)
3. [USC Aiken Academic Bulletin – Undergraduate Student Rights of Bulletin policy](#)
4. [USC Aiken Academic Bulletin – Graduate Student Rights of Bulletin policy](#)
5. [Example of a \*Degree Works\* advisor guidance form with catalog year](#)
6. [Academic Bulletins website](#)
7. [Navigational link to the Bulletins website](#)