

NUMBER: ADV 5.01 (formerly PUBP 2.00)

SECTION: University Advancement

SUBJECT: Academic Bulletins

DATE: February 1, 1995

Policy for: Columbia

Procedure for: Columbia

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Issued by: Publications and Printing

I. Policy

- A. The University of South Carolina Bulletins, the academic catalogs of the University, are published annually by University Publications. Both the Graduate and the Undergraduate Bulletins are edited annually by this office under the supervision of the Dean of the Graduate School and the Dean of Undergraduate Studies who have final authority for all content therein and reflects pertinent action taken during the year by the Graduate Council and the Faculty Senate.
- B. Curriculum and course descriptions in the bulletins are published in tabloid form during the same school year.
- C. Copies of both Graduate and Undergraduate Bulletins are distributed to each faculty member, to academic departments, to administrative offices and to deans and chancellors of the system campuses. The balance of both Undergraduate and Graduate Bulletins are sent to the Office of Admissions and the Graduate School respectively to be used for recruiting and other off-campus purposes. Tabloids are similarly distributed except for individual copies to each faculty member.

II. Procedure

A. Content

1. Approval for Academic Information
Changes in the bulletins' academic content, whether it be curriculum or course additions and deletions, must be submitted to and reviewed by the appropriate committees of Graduate Council and the Faculty Senate prior to action by these bodies approving such

changes.

2. Approval for Other Information
Changes other than curriculum and courses should be submitted to the appropriate administrative officer who would respond as necessary according to faculty actions.

B. Distribution

1. Students obtain copies of bulletins or the tabloid version from their major academic departments.
2. Bulletins should not be mailed out individually. Departments wishing to mail the publication to individuals during the year must send the request and the address label to either the Office of Admissions (Undergraduate) or the Graduate School (Graduate) to be included in these offices' continual bulk mailings at reduced postage rates.