

**WALLA WALLA COMMUNITY COLLEGE
ESSENTIAL COLLEGE PUBLICATIONS
ADMINISTRATIVE POLICY 7360**

I. POLICY BACKGROUND/PURPOSE

Walla Walla Community College (WWCC) communicates academic intentions, programs and services in an accurate and timely manner to students and the public through essential college publications.

II. AUTHORITY

Board Policy 1370, [RCW 28B.50.785](#), [RCW 28B.50.789](#), [RCW 28B.10.696](#), [RCW28B.15.605](#).

III. SCOPE OF POLICY

This policy applies to the college’s primary academic publications.

IV. DEFINITIONS

A. *College Catalog* – Published document that contains college credentials and degree requirements, as well as general information about the college, its policies and practices.

B. *Quarterly Class Schedule* – List of classes offered for a given quarter, including course description, instructor, day/time, credits, location.

C. *Academic Calendar* – Published calendar that contains important dates relevant to the academic year for students and employees.

V. POLICY

A. College Catalog

The WWCC College Catalog will be published annually as an online document effective July 1 through June 30 of each academic year. The catalog contains the following in compliance with [RCW 28B.50.785](#) and [RCW 28B.10.696](#):

1. Accreditation information
2. Degree and certificate requirements
3. A list of transferable college-level courses
4. Recommended courses by academic major for transfer students

B. Quarterly Class Schedule

The Quarterly Class Schedule will be published quarterly as an online document in compliance with [RCW 28B.50.789](#). The schedule will be made available prior to registration each quarter.

C. Academic Calendar

The Academic Calendar will be published as an online document on a two-year rolling schedule July 1 through June 30.

<p>Policy Contact: <u>Vice President, Student Services</u></p> <p>Approved by (Department/Body): <u>Dr. Chad Hickox, President</u></p> <p>Date Originally Approved: <u>July 23, 2024</u></p> <p>Last Reviewed/Revised on: _____</p>
