

PUBLICATIONS

ADMINISTRATIVE RULE NUMBER: B003

LAST APPROVED: May 6, 2008, December 10, 2014, January 2017

RELATED TO POLICY SERIES NUMBER: 207

CATALOG: B003.1

The official catalog is maintained on the College website. The Catalog will contain the College's mission, admission requirements and procedures, students' rights and responsibilities, academic regulations, degree-completion requirements, credit courses and descriptions, tuition, fees and other charges, refund policy, personnel qualifications, and other usual information contained in a college catalog.

SCHEDULE OF CLASSES: B003.2

A schedule of classes will be published every term and posted to the website. It will be prepared under the guidance of the Office of Advancement and will contain a complete listing of scheduled offerings of the College, registration information, and general information about the College.

BOARD POLICIES: B003.3

Board policies will be reviewed every other year by the College Board and made available electronically. Examples of content include: board procedures, board action on legislative issues, debt management, college safety, identity theft protection, record security, retention and disposal, full-time employment position provisions, teaching assignments and definitions of faculty, student rights and responsibilities, and pay schedules.

ADMINISTRATIVE RULES: B003.4

College Administrative Rules will be reviewed every other year by college council and made available electronically. Examples of content include: administrative rule procedure, use of college facilities, college records, nondiscrimination statements, enrollment policy, instructor qualifications, associated student funding, and release of student information.

FACULTY HANDBOOK: B003.5

A faculty handbook will be updated every other year and made available electronically. It will be prepared under the guidance of the Vice President of Instruction and Student Services. Examples of content include: Academic integrity policy, TBCC standards for academic progress, Associate Degree requirements, general education policy, grading guidelines, graduation petition policy, institutional withdrawal policy, instructor qualifications, and student enrollment in concurrent or overlapping courses.

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STUDENT HANDBOOK: B003.6

A student handbook will be updated every year and made available electronically. It will be prepared under the guidance of the Associate Vice President of Student Services. Examples of content include: students' rights and responsibilities, student conduct, grievance policy, Student Right-to-Know information, advising information, student government, and other information relating to student activities.

BROCHURES: B003.7

Brochures will be produced as needed to encourage College recruitment and public information efforts under the guidance of the Office of Advancement and in accordance with College brand standards.

WEBSITE: B003.8

A Tillamook Bay Community College website will be kept up-to-date and reviewed annual by the website content committee.