



Policy on Archived Information

Policy Title: Policy on Archived Information

Policy Type: Administrative

Policy Number: ADM Policy #03-10-21

Responsible Office: Office of Academic Affairs

Applies to: Former and Returning Students

Approving Authority: Cabinet (2022)

Date of Previous Revision:

PURPOSE

To ensure the College has available archived official catalogs, digital or print, with relevant information for course and degree requirements sufficient to serve former and returning students.

POLICY STATEMENT

Wiley College 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. The last 151 years of the academic catalog is archived, digitally and/or in print, in the Thomas W. Cole Sr. Library. Printed catalogs are available upon request. Additionally, electronic copies of the academic catalog for academic years 2015-2019, 2019-2020, 2020-2024 are available on the Registrar's webpage. Earlier printed catalogs are archived in the Office of the Registrar and are available upon request.

PROCEDURES

For more information regarding archived official catalogs, digital or print, please contact, former and returning are asked to contact:

Dr. Martha López Coleman
Director of Library Services
Thomas Winston Cole, Sr. Library
Wiley College
711 Wiley Dr
Marshall, TX 75670
Office: 903-927-3275
Email: mlcoleman@wileyc.edu

Ms. Gloria Mitchell
Registrar
Office of the Registrar
Wiley College
711 Wiley Dr
Marshall, TX 75670
Office: 903-927-3215
Email: registrar@wileyc.edu
800-382-0378 (fax)

CONTACT(S)

The Office of the Vice President for Academic Affairs officially interprets this policy. The Office of the Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by the Executive Cabinet for ADM Policy #03-10-21 (2022). Questions regarding this policy should be directed to the Vice President for Academic Affairs and Strategic Retention.

