



Procedure 501-05 Determination of Catalog Year

Sponsor: Student Services

Purpose

To define requirements a student must fulfill to complete a degree or certificate program.

Definitions

Catalog is an annual publication describing academic programs and courses, student services, general regulations, requirements and procedures for a specific academic year. Requirements and procedures may change and are updated often.

Continuous Enrollment is enrollment into the College in which a student earns course credit without a non-enrollment period of two (2) or more consecutive semesters (fall/spring or spring/fall). Summer session is not included.

Matriculation is the act of enrolling as a student at a college or university as a candidate for a degree or certificate program.

Procedure

1. The catalog year for a student's program is the catalog year in effect at the time of the student's initial matriculation to the College. Students may not use an edition of the Catalog that was in effect prior to their matriculation to the College.
2. Students who remain continuously enrolled may move forward in their catalog year if they remain in the same declared major.
3. Students who do not maintain continuous enrollment must use the Catalog in effect at the time of re-entry to the College.
4. Students who elect to change their major must adopt the current Catalog in effect.
5. Students have the option to change their catalog year in subsequent terms of continuous enrollment but may not mix requirements from different catalogs.
6. Substitution and/or waivers to course requirements in the Catalog must be approved and documented by the Registrar.
7. Non-credit courses, audited courses, failed courses or courses from which the student withdraws, do not count toward the determination of continuous enrollment for catalog purposes.
8. The College will work with students on how to satisfy alternative requirements in the current Catalog when completing earlier requirements is no longer possible.

References

None

Procedure History

08/08/2005	New
05/11/2011	Reformatted
05/14/2014	Revised
09/06/2017	Revised and Approved by College Council
10/25/2019	Revised and Approved by Executive Leadership Council
07/15/2025	Revised Sponsor from Registration and Enrollment Services to Student Services

Legal Review

None