Admissions and Academic Policies Committee
Catalog of Record

Policy (Attached): Catalog of Record

Date of Committee Approval: February 7, 2012

Approvals:

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Date: 2/12

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Date: 2/8/12

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Implementation Responsibility: Registrar

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Catalog of Record

1. A student’s catalog of record is the source for all policies and program requirements associated with the student’s degree requirements (for a list of degree requirements, see section on Requirements for a Bachelor’s Degree or Requirements for an Associate Degree).
   a. The most recent catalog in existence determines all other university policies and procedures.
2. The catalog in effect when a student enters the university (enrolls in classes) as a degree seeking student is the student’s catalog of record.
   a. If a student is not enrolled for 4 or more academic years, the student will be required to follow all institutional and program requirements in effect at the time of re-entry to the university.
3. A student may elect to change his/her catalog of record to a catalog issued at a later date. The student must then satisfy ALL requirements for the desired degree under the catalog selected.
4. To follow a later catalog, the student must make his or her intentions known by writing to the registrar’s office (Lucas Administrative Center 301).
5. EXCEPTION: Transfer policies relative to GPA and course equivalencies will not change even if the student elects to follow a later catalog.
6. Except in unusual circumstances, the requirements of one catalog may be followed for no more than eight consecutive academic years from the time the student first enrolled. After eight consecutive academic years, the student’s catalog of record will be the catalog following the one that just expired unless the student designates in writing, to the registrar’s office (Lucas Administrative Center 301) a more recent catalog.
7. Students should consult their academic advisors for questions regarding their catalog of record.
8. Appeals to this policy are handled by the academic dean of the college housing the student’s major.

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