Delgado
COMMUNITY COLLEGE

POLICY & PROCEDURES MEMORANDUM

TITLE:	**DETERMINATION OF** *COLLEGE CATALOG* **FOR GRADUATION REQUIREMENTS**
EFFECTIVE DATE:	February 19, 2013
CANCELLATION:	AA-1273.1A (4/4/95)
CATEGORY:	Academic (AA)

POLICY STATEMENT

Generally, Delgado students fulfill their graduation requirements utilizing either the (1) Entry *College Catalog*--the catalog in effect during the first semester of a student's latest unbroken enrollment period; or (2) Exit *College Catalog*--the catalog in effect during the semester in which a student intends to complete graduation requirements. Failure to attend a summer session does not constitute a break in enrollment.

For a student who changes majors, the entry *College Catalog* becomes the catalog in effect the semester in which the student changed to the current major during the student's latest unbroken enrollment period. The student who changes majors has the option of utilizing the new entry *College Catalog* or the exit *College Catalog.*

However, to fulfill graduation requirements, a student also has the option to request a change to any catalog that was in effect during his/her enrollment for up to five years prior to graduation, providing the degree, certificate, or technical diploma program has not been terminated and all remaining courses are still offered at the College. If a student requests a change in *College Catalog* under which the student may fulfill graduation requirements, the student must meet the requirements and follow the procedures outlined in this memorandum.

PROCEDURES & SPECIFIC INFORMATION

1.   **Purpose**

    To describe the policies and procedures by which students may determine the *College Catalog* under which they may fulfill graduation requirements.

2.   **Scope and Applicability**

      This policy and procedures memorandum applies to any student who applies for graduation.

3.   **Definitions**

      For the purpose of this policy, the following definitions apply:

(1)   <u>Entry</u> *College Catalog-* The catalog in effect during the first semester of a student's latest unbroken enrollment period.

(2)   <u>Exit</u> *College Catalog-* The catalog in effect during the semester in which a student completes graduation requirements.

4.   **General Guidelines for Changes of *College Catalog***

      Generally, students fulfill their graduation requirements using a *College Catalog* in effect (1) during the first semester of the student's latest unbroken enrollment period in a designated major; (2) the semester in which the student intends to complete graduation requirements; or (3) the semester during the student's latest unbroken enrollment period in which the student changed majors. Failure to attend a summer session does not constitute a break in enrollment. However, to fulfill graduation requirements, a student also has the option to request a change to any catalog that was in effect during his/her enrollment for up to five years prior to graduation, providing the degree, certificate, or technical diploma program has not been terminated and all remaining courses are still offered at the College.

      A change of *College Catalog* must be approved by the student's Advisor and Division Dean. The Vice Chancellor for Academic Affairs must approve requests to use catalogs over five years old where there has been a break in enrollment.

5.   **Procedures**

      If a student wishes to request a change of *College Catalog* for graduation requirements, the student must complete a [Request for Change of *College Catalog* for Degree or Certificate Requirements, Form 1413/002](#) (Attachment A). This form must be signed by the student's Advisor and Division Dean. The signature of the Vice Chancellor for Academic Affairs is required for requests to use a College *Catalog* over five years old where there has been a break in enrollment.

6.   **Cancellation**

This policy and procedures memorandum cancels AA-1273.1A, *Determination of College Catalog for Graduation Requirements,* dated April 4, 1995.

Review Process:
Academic and Admissions Standards Recommendation 3/20/07
Ad Hoc Committee on Determination of College Catalog Policy 11/1/12
Academic Affairs Council 11/15/12
College Council 2/19/13

Distribution:
Electronic Distribution Via College's Intranet

Attachment:

Attachment A-   Request for Change of Catalog for Degree or Certificate Requirements, Form 1413/002