

**POLICY & PROCEDURES MEMORANDUM**

<b>TITLE:</b>	<b>DETERMINATION OF <i>COLLEGE CATALOG</i> FOR GRADUATION REQUIREMENTS</b>
<b>EFFECTIVE DATE:</b>	April 4, 1995* (*Title Updates 6/10/12; 2/4/09; 4/21/05)
<b>CANCELLATION:</b>	DCI 1273.1 (8/1/90)
<b>CATEGORY:</b>	Academic (AA)

**POLICY STATEMENT**

Delgado students generally 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*.

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 to graduate using a *College Catalog* other than the 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.

## 3. **Definitions**

When determining the *College Catalog* to use for graduation requirements, the following definitions apply:

- (1) **Entry College Catalog**—  
The catalog in effect during the first semester of a student's latest unbroken enrollment period.
- (2) **Exit College Catalog**—  
The catalog in effect during the semester in which a student completes graduation requirements.

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

Changes in *College Catalog* may be approved to allow a student who misses a fall or spring semester to go back to the student's original entry catalog only if the student has completed two-thirds (2/3) of the courses required for the degree or certificate under the original entry catalog at the time the break in enrollment occurred.

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. The student may request to use the original entry catalog; however, two-thirds (2/3) of the courses required for the degree or certificate in the original entry catalog must have already been completed by the student at the time the break in enrollment occurred.

A student may not request any *College Catalog* other than the original entry catalog, the catalog in effect when the student changed majors (to be used only for that new major), or the exit catalog in effect upon completion of graduation requirements.

**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 DCI 1273.1, *Catalog Changes*, dated August 1, 1990.

*Review Process:*

Deans' Council	3/28/95
Executive Council	4/4/94

*Distribution:*

Electronic Distribution Via the College's Intranet

*Attachment:*

Attachment A- [Request for Change of Catalog for Degree or Certificate Requirements, Form 1413/002](#)



**REQUEST FOR CHANGE OF COLLEGE CATALOG FOR  
DEGREE OR CERTIFICATE REQUIREMENTS**

\_\_\_\_\_  
Last Name First Middle Student Identification No.

\_\_\_\_\_  
Campus Division Major Degree/Certificate

NOTE: A Delgado student generally fulfills graduation requirements utilizing either the (1) Entry College Catalog--the catalog in effect during the first semester of the student's latest unbroken enrollment period (fall and spring semester only); or (2) Exit College Catalog--the catalog in effect during the semester in which the student completes graduation requirements. 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.

I am requesting a change of catalog from: \_\_\_\_\_ (Academic Year) to: \_\_\_\_\_ (Academic Year) to be used to meet program requirements for graduation. I had already completed \_\_\_\_\_ hours toward graduation according to the \_\_\_\_\_ (Academic Year) Delgado College Catalog at the time of the break in enrollment.\*\*

**\*\*A copy of the student's academic transcript must be attached.**

**STUDENT'S JUSTIFICATION FOR REQUEST:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student's Signature Date

**Approved:**

\_\_\_\_\_  
Advisor Date Division Dean Date

If catalog requested is over five (5) years old, the Vice Chancellor for Academic Affairs must also approve the change.

**Rationale of Division Dean:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Vice Chancellor for Academic Affairs Date

Received: \_\_\_\_\_  
Records Office Staff

\_\_\_\_\_  
Date

*Distribution: Original- Registrar's Office; Copy-Student*