TITLE: EFFECTIVE CATALOG YEAR

POLICY NO: 1-20   **EFFECTIVE DATE: 01/17/00**

VCCS POLICY NO: N/A   **REVISED DATE: 06/21/16**

I.   Purpose:

To establish college policy concerning the appropriate catalog that will be used to review student progress toward completion of program requirements and certification for graduation.

II.   Definitions:

Discontinuation: when a student's file is inactivated as a result of non-enrollment for a period of three (3) years, including the summers; when an individual's application is inactivated as a result of not enrolling for a period of three (3) consecutive semesters, including the summer.

III.   Policy:

1.   The catalog that shall be used to review a student's progress toward completion of program requirements and certification for graduation, is the catalog in effect at the time of the student's initial matriculation into the program. The effective catalog shall not be more than seven (7) years old. This includes any subsequent change in programs.

In the event that there has been a break in a student's enrollment at the college not resulting in a discontinuation, the catalog in effect at the time of the student's initial enrollment is the catalog that shall be in effect. Some programs may require curricular changes during any break in enrollment. In cases like these, the program head/dean shall notify all active students of the impending changes to a program and provide guidance on how to address the new requirements.

2.   In the event that there has been a break in a student's enrollment at the college resulting in discontinuation, the catalog in effect at the time of the student's re-enrollment is the catalog that shall be in effect for the student.

3.   The program head may select an appropriate catalog year for a student when the catalog in use by the student is more than seven (7) years old at the time the student is seeking graduation. Otherwise, either the current catalog or any catalog that is not more than seven (7) years old becomes the effective catalog.

4.   Wherever possible, substitutions shall be utilized to maximize the usage of previously taken courses while maintaining the integrity of the degree.

All exceptions must be approved by the dean of the school in which the student is enrolled.

A statement of the policy for the effective catalog year shall be included under "Graduation Requirements and Procedures" in the catalog.

IV.   Procedures:

N/A

V.   Other Information:

N/A