

501-05 DETERMINATION OF CATALOG YEAR—PROCEDURE

1. PURPOSE

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

2. 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 do not maintain continuous enrollment must use the catalog in effect at the time of re-entry to the college.
3. Students who elect to change their major must adopt the current catalog in effect.
4. Students have the option to change their catalog year in subsequent terms of continuous enrollment, but may not mix requirements from different catalogs.
5. Substitution and/or waivers to course requirements in catalog must be approved and documented by the Registrar.
6. 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.
7. The College will work with students on how to satisfy alternative requirements in the current catalog when completing earlier requirements is no longer possible.

Definitions

1. Catalog: 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.
2. Matriculation: The act of enrolling as a student at a college or university as a candidate for a degree or certificate program.
3. Continuous Enrollment: Enrollment in 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.

3. BACKGROUND

1. References: Student Right-To-Know laws
2. Revision history: 08/08/2005, 05/11/2011 (reformatted), 05/14/2014, 09/06/2017
3. Legal review: none
4. Sponsor: Registration and Enrollment Services

Approved by College Council: 09/06/2017

COCONINO COMMUNITY COLLEGE