



Policies and Procedures

TITLE: EFFECTIVE CATALOG YEAR

POLICY NO: 1-20

EFFECTIVE DATE: 07/17/00

VCCS POLICY NO: N/A

REVISED DATE: 05/15/07

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. Definition(s): N/A

III. Policy:

The catalog that will be used to review a student's progress toward completion of program requirements and certification for graduation will be the catalog in effect at the time of the student's initial matriculation into the program or any subsequent catalog in effect during the time of the student's enrollment in the program, to be chosen by the student and advisor/program head, provided that:

- A. There has not been a break in enrollment at JSRCC for three consecutive semesters, including summer terms. Otherwise the catalog in effect at the time of their return will become the effective catalog; and,
- B. The catalog is no more than seven years old at the time of graduation. Otherwise either the current catalog or any catalog that is no more than seven years old becomes the effective catalog. The catalog year to be used should be chosen by the student in consultation with the program head/curricular advisor, with the program head having the final determination of appropriate catalog year. Wherever possible, substitutions will be utilized to maximize the usage of previously-taken courses while maintaining the integrity of the degree.

IV. Procedure:

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

The same statement will be included on the application for graduation with a space designated for selection of the catalog year.

V. Other Information: N/A