



**Academic Policy (AP) 1-2019**  
**Determining Applicable Catalog for Graduation Requirements**  
**and Time Limit for Course Work**

Catalog year determines the set of academic requirements that must be fulfilled for completion of a certificate or a degree program. Students complete a program under the catalog in effect at the time of their initial enrollment as a certificate or degree-seeking student, provided they maintain continuous enrollment.

Students who are returning to the college after an absence of one or more regular semesters are no longer considered continuously enrolled, and must meet requirements of the catalog in effect at the time they return. These students will have the registration status of Returning Student.

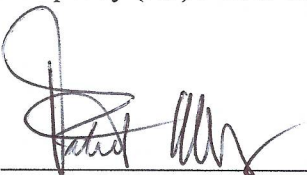
Students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status. Students who return during a summer term after an absence must follow the requirements of the catalog in effect for the following fall semester.

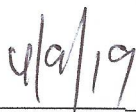
Should it become necessary for the college to close a degree program, before terminating such degree program, every reasonable effort will be made to allow students near completion to complete their degree program. Students will be provided advising assistance with respect to their academic program options. Students will be notified of program closure and timing for phasing out programs.

**Time Limit for Course work and Placement Test Scores**

Returning students may request credit for course credits already earned. However, in areas of study in which the subject matter changes rapidly, such as with technology, material in courses taken 5 years or longer may become obsolete or irrelevant. Coursework that is more than five (5) years old is applicable to completion of degree requirements at the discretion of the academic department/program of the student's major course of study. Academic department/program faculty may accept such coursework, reject it or request that the student revalidate its substance. Academic department/program faculty may also require students to satisfy current major requirements rather than major requirements in earlier catalogs, when completing earlier requirements is no longer possible or is educationally unsound. Such course requirements may have been deleted from the program or department or been greatly revised due to changes in the technical or academic areas of study.

See Academic policy (AP) 3-2019 for Placement Test information.

Approved   
\_\_\_\_\_  
Patrick U. Tellei, EdD  
President

  
\_\_\_\_\_  
Date