

CATALOG OF RECORD

POLICY NUMBER: AAPC-CATALOG

POLICY TYPE: ACADEMIC & ADMISSIONS POLICY COMMITTEE

RESPONSIBLE OFFICIAL TITLE: VICE PRESIDENT ENROLLMENT & DEGREE MANAGEMENT

RESPONSIBLE OFFICE: VICE PROVOST FOR UNDERGRADUATE ACADEMIC AFFAIRS

APPROVAL DATE: PRESIDENTIAL APPROVAL – 11/12/19

NEXT REVIEW DATE: PRESIDENTIAL APPROVAL PLUS FOUR (4) YEARS – 11/12/23

EFFECTIVE DATE: FALL SEMESTER 2020

SUPERSEDES POLICY DATED: 02/07/2012

BOARD OF REGENTS REPORTING (CHECK ONE):

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

1. A student's catalog of record is the source for all policies and program requirements associated with the student's degree requirements. For a list of degree requirements, see the Graduation-Undergraduate policy.
 - a. The most recent catalog in existence determines all other university policies and procedures.
 - b. A student's catalog of record does not impact course pre-requisites or co-requisites. What is in effect when the student enrolls in the course determines the required pre-requisites and co-requisites
2. The catalog in effect when a student enters the university (enrolls in classes) as a degree seeking student is the student's catalog of record.
 - a. If a student is not enrolled for 2 or more academic years, the student will be required to follow all institutional and program requirements in effect at the time of re-entry to the university. EXCEPTION: Adult learners re-entering the university with more than 80 hours earned under the Project Graduate program.
 - b. A student who is enrolled in a pathway partnership program or program with a signed memorandum of understanding will follow the catalog at the time they began the pathway.
3. A student may only elect to change their catalog of record to a catalog issued at a later date. The student must then satisfy ALL requirements for the desired degree under the catalog selected.
4. To follow a later catalog, the student must make their intentions known by petitioning the Registrar.
5. EXCEPTION: Transfer policies relative to GPA and course equivalencies will not change even if the student elects to follow a later catalog.
6. Except in unusual circumstances, the requirements of one catalog may be followed for no more than eight consecutive academic years from the time the student first enrolled. After eight consecutive academic years, the student's catalog of record will be the catalog following the one that just expired unless the student petitions to the registrar for a more recent catalog.

II. ENTITIES AFFECTED

Students (undergraduate), faculty, academic staff

III. EXCEPTIONS

Exceptions to this policy are handled by the academic dean or designee.

IV. REFERENCES AND RELATED MATERIALS

RELATED POLICIES

Graduation-Undergraduate:

<https://inside.nku.edu/content/dam/policy/docs/Policies/GraduationUndergraduate.pdf>

Course Pre-requisites and Co-requisites:

<https://inside.nku.edu/content/dam/policy/docs/Policies/CoursePreReqCoReq.pdf>

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Revision	November 12, 2019
Policy	February 7, 2012

CATALOG OF RECORD

PRESIDENTIAL APPROVAL

PRESIDENT

Signature

A. Vaidya

Date

11/12/19

Ashish K. Vaidya

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.
Date of Board of Regents meeting at which this policy was reported: ____/____/____.
- This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.
 - The Board of Regents approved this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
 - The Board of Regents rejected this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

VICE PRESIDENT & CHIEF STRATEGY OFFICER

Signature

Bonita J. Brown

Date

1/24/2020

Bonita J. Brown