

Catalog Year and Approved Degree Programs, Emphasis Areas, and Other Academic Credentials

Approved by Undergraduate Deans

October 6, 2019

Background: The Catalog Year policy sets the academic requirements for degree and other credentials such as minors, certificates and emphasis areas, sought by university students. With the updated Catalog Year policy, effective fall 2019, the premise is to make requirements transparent to the student by documenting them in the catalog. Catalogs are published in May and take effect the following fall term. Degree audits reflect the requirements in the Catalog.

Challenge: Academic credentials are approved at various times throughout the year and do not easily coordinate with the publication date for the Catalog. Academic departments are often ready to offer newly approved credentials as soon as possible and students may be able to complete the requirements prior to the next fall.

Recommendation: In order to address the lack of alignment and remain transparent about when academic credentials become available after they are approved or modified, the Office of the University Registrar recommends the following principles. See the chart at the end for more detailed information:

- The Catalog continues to be published annually and the curricular requirements will become effective for fall (and new summer admits as well).
- After each round of approvals of new academic credentials (degrees, minors etc.), OUR staff will update the Catalog, noting newly added programs in a distinct list as well as adding them to the information for the home academic unit.
- Credentials approved for discontinuation will be noted as “no longer admitting” in the catalog, but students already admitted to complete the requirements will be allowed to finish.

Parameters:

- The update applies only to fully-approved new, changed or discontinued credentials, not to changes in curriculum or program requirements.
- Change to department names, subjects and academic credentials are approved separately and a change in one does not imply a change in another. (Ex. A change to the department name does not change the degree name and vice versa.)
- Students who started prior to Fall 2019 do not require approval to change catalog year and complete new or modified credentials.
- Students who started summer 2019 or later will need to follow the established process to request a change to their Catalog Year.

Approval and Application Dates for Changes to Academic Credential Offerings

New Credentials (Degree, Minor, etc.)

Approval Month

Dec. through April
May through June
July through November

Effective Semester/ Term

Spring or later
Summer or later
Fall or later

Deleted or Discontinued Credentials

- If no students are currently enrolled or admitted, the credential is immediately discontinued
- If students are enrolled and currently pursuing the credential, the department will allow these students to complete the credential assuming it is done in a timely fashion and the student is continuously enrolled
- If students are admitted for a future term there are two paths:
 - Allowed to Complete: The final opportunity for admitting students will be the term that starts after the approval date. For students already admitted to that term, the department may allow these students to complete the credential assuming it is done in a timely fashion and the student is continuously enrolled. This assumes that there are no extenuating circumstances that would prevent this possibility such as changes to state licensures, etc.

Approval Date

- Aug. through Dec.
- Jan. through July

Last Term of Admissions

Spring
Fall

- Required to Change Credentials: Students admitted for any semester or term later than the term immediately following the approval date, will not be allowed to pursue the credential. Admissions will inform the students and help them change to a different credential.

Approval Date

- Aug. through Dec.
- Jan. through July

Admitted term is... so must choose new credential

Following Fall
Spring of following year

- Extenuating circumstances that may require a deviation from the pattern below and may be approved after consultation with the offices of the Provost and the Univ. Registrar.

Changes to Titles of Credentials

- Students currently enrolled in the program to earn a credential will remain in that program with the former name. They may petition to change to the new credential name.
- The new credential title will not be listed in the catalog as a replacement of the former title until the following published version. However, the new title will be listed under the program updates section of the catalog and linked to the section of the former title's requirements.