



# Procedures Manual

## Catalogue In Force Procedures

**Number:** AC-103

**Policy Number (if applicable):**

**Office of Primary Responsibility:** Office of the VP of Academic Affairs and Workforce Development

**Effective Date:** Spring 2018

**Purpose:**

Upon initial enrollment to Hocking College, the student will be placed in the current catalog-in-force of a student's intended major. Requirements to earn a degree or certificate are based initially on the catalog-in-force. However, the College reserves the right to change course offerings and academic requirements without notice. These changes should not be to the disadvantage of the students during their enrollment.

**Definitions:**

1. A "Catalog" is a college publication describing academic programs, student services, general regulations, requirements and procedures. The publication describes all classes offered by the institution for a particular school year.
2. A "Major" is the academic discipline to which a student formally commits. A student who successfully completes all courses required for the major qualifies for a degree.
3. An "Academic Record" also known, as a transcript is the documentation of a student's permanent academic record, which usually means all courses taken, all grades received, all honors received, and degrees conferred to a student.

**Procedures:**

(A) Students who elect to change major, program, goal, or catalog-in-force must complete the request for change of major, program, goal, and submit the form to the Academic Records/Registrar's Office. The following guidelines determine which Catalog a student must follow in meeting program requirements:

1. Students who change majors must meet the requirements of the Catalog, which is in force at the time they change majors and will not be permitted to revert to previous Catalog requirements.
2. Students may request to complete their coursework under the most recent Catalog and must comply with all of the new requirements for their program.
3. Students who transfer to another college or university and return to Hocking College will be readmitted under the Catalog, which is in force at the time of readmission.
4. Students who stop-out or are academically dismissed and are readmitted after two consecutive semesters (excludes summer) will be placed under the Catalog, which is in force at the time of readmission.

(B) Exceptions to the above may be necessary when changes in certification or licensure standards mandate changes in academic requirements or in college programs.

(C) Questions concerning this procedure should be directed to the Registrar's Office.