

## CATALOG YEAR POLICY

### I. Policy Section

8.0 Students

### II. Policy Subsection

8.5 Catalog Year

### III. Policy Statement

Grand Rapids Community College (GRCC) students are required to fulfill the graduation and academic program (major) requirements for the Catalog in place the semester they begin taking classes as degree-seeking students.

If students change their academic program (major), they must fulfill the graduation and academic program (major) requirements for the Catalog in place the semester in which the students made the change.

Students returning after an extended absence (greater than two years) from the College will be required to fulfill the graduation and academic program (major) requirements of the Catalog in place the semester they begin re-taking classes as a degree-seeking student.

Students may petition to fulfill the graduation and academic program (major) requirements of the Catalog in place the semester they intend to graduate instead of being governed by the above three guidelines.

### IV. Reason for Policy

To clarify for GRCC students what program requirements will be used for their graduation audit, to allow students to align their course selections to these Catalog requirements.

### V. Entities Affected by this Policy

Students, Faculty and Staff

### VI. Who Should Read this Policy

All College Staff  
Students

VII. Related Documents

GRCC Catalog

VIII. Contacts

Registrar/Student Records  
Counseling and Career Center  
Deans

IX. Definitions

- A. Catalog Year—singular Academic Year
- B. Officially Declare—officially change academic program through Student Records (see current catalog for process).

X. Procedures

- A. Students returning after an extended absence (greater than two years) from the College will be required to fulfill the program requirements of the catalog in effect at the time they resume their work toward a certificate or associate's degree.
- B. Must adhere to re-admit policy.
- C. In rare circumstances, students may appeal to follow the requirements of a different Catalog than what would be assigned through the above guidelines. Any deviation must be approved in writing by the appropriate Associate Dean or his/her designee, based on the student's academic program.
- D. When program changes occur, the department must share transition plans with students and appropriate College offices.

XI. Forms

Program Change Form  
Readmission Form

XII. Effective Date

Fall 2014

XIII. Policy History

Adopted September, 1991  
Revised March 2014

Revised April 2015

XIV. Next Review/Revision Date

18/19 Academic Year

- XIII. Policy History
- Adopted—September, 1991
  - Revised—March 2014
  - Revised—April 2015
- XIV. Policy Review/Revision Date
- 18/19 Academic Year