

## PROGRAM REQUIREMENTS - CATALOG YEAR

### I. Policy Section

8.0 Students

### II. Policy Subsection

8.5 Student Rights/Program Requirements - Catalog Year

### III. Policy Statement

Grand Rapids Community College (GRCC) students admitted as degree seeking students are assigned the Catalog year in place during the semester they are admitted. This Catalog year is used to evaluate fulfilled graduation and academic program (major) requirements. **The GRCC Catalog goes into effect at the beginning of the fall semester and expires after seven (7) years (Summer Semester).**

If a student declares a new academic program, they will be assigned a Catalog year based on the effective date of that change.

Students returning as degree-seeking, after an extended absence greater than two years (six semesters, including summer), will be assigned a Catalog year based on the semester declared on their readmit application.

Students may request through an advisor to fulfill the graduation and academic program requirements of any Catalog year in place after their semester of admittance, or readmittance (if applicable). **A student may not go back to an expired catalog. If a student does not stop out and is unable to complete their program requirements prior to a catalog expiration, they may request an extension from the student Records Office.**

### 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  
General Admissions Requirements  
Multiple Degrees Policy

VIII. Contacts

Registrar/Student Records  
Counseling and Career Center  
Deans

IX. Definitions

- A. Catalog Year - Catalogs are published for each fall semester to correspond with GRCC's academic year. A student's Catalog year is determined based on the semester in which they declare an academic program. The Student Records office evaluates a student's completion of degree requirements based on their Catalog year shown on their graduation application.
- B. Academic Program - Academic programs are listed in GRCC's College Catalog. A student's academic program is the associate degree (includes academic pathways), certificate, or non-degree program that a student has declared on their application, readmit application, interest form, or declaration of academic program. A student's academic program is shown on their academic transcript or in Academic Advisement available in the Online Center. Academic programs are sometimes referred to as a student's "major". A student may only be declared in one academic program at a time, though may earn multiple degrees in accordance with the Multiple Degrees Policy.
- C. Admittance - The Catalog Policy refers to admittance of students that are admitted as regular, degree-seeking college students. Admission is

complete when a student has satisfied GRCC's application and admission requirements as outlined in the General Admission Requirements.

- D. Degree seeking - Students that plan to take classes to complete a certificate, degree (including transfer programs). The Catalog Policy does not apply for Guest, Dual Enrolled, Personal Interest students and other Non-Credit programs.
- E. Readmittance - The Catalog Policy refers to readmittance of students that are returning after an absence of two years (six semesters) or more.
- F. Effective date - The date in which the academic program and associated catalog year will change and be reflected in a student's Academic Advisement.

#### X. Procedures

- A. At the time of admission, new students receive a letter indicating their academic program and Catalog year.
- B. Students intending to return in a degree-seeking program after an absence of two years (6 semesters) or more will need to complete the declaration of academic program and will be required to follow the catalog in place at the time of their readmission to the College.
  - 1. Students will be notified of the effective date in Online Center at the time they submit the declaration of academic program.
- C. Students seeking to graduate with the requirements of a different Catalog year than what is declared must request the change of Catalog year through an academic/faculty advisor. A student may request to use any Catalog year in place after their semester of admittance or readmittance if the student had been absent for a period of two year (six semesters).
  - 1. The academic/faculty advisor must email the change to [graduation@grcc.edu](mailto:graduation@grcc.edu) from their employee email account.
    - a. The email shall include: advisor requesting the change; student ID number; student name; current program and Catalog year; requested program and Catalog year.
    - b. If the academic/faculty advisor is submitting this change at the same time the student is submitting the graduation application, please indicate this in the email to [graduation@grcc.edu](mailto:graduation@grcc.edu)
- D. Students will be evaluated for graduation based on the academic program and Catalog year they have declared at the time they submit their graduation application.

#### XI. Forms

Declaration of Academic Program (located in Online Center)

XII. Effective Date

Fall 2014

XIII. Policy History

Adopted - September, 1991

Revised - March, 2014

Revised - April, 2015

Revised - Fall, 2017

Revised - April, 2018

Revised - February, 2023

XIV. Policy Review/Revision Date

2027-2028