

## ISP 490

# Catalog Designation for Graduation Requirements Policy

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### PURPOSE

Designates which catalog year a student can follow for degree and certificate requirements.

### SUMMARY

Students may be able to use a prior year catalog to meet their graduation requirements.

### STANDARD

1. Students will be evaluated for degree and/or certificate requirements under the catalog year they have listed in the Student Information System (SIS). A catalog year is based on Clackamas Community College's academic year, which runs from Summer through Spring term (e.g., Summer 2024 to Spring 2025).
2. Students may request to be evaluated for degree and/or certificate requirements from a prior year catalog provided all the following conditions have been met:
  - a. The prior catalog cannot be more than five years old: e.g., for the 2024-25 academic year the oldest catalog that can be used is the 2019-2020 catalog.
  - b. Students must have earned at least one college credit at CCC during the catalog year selected.
3. If at the time of evaluation of an application for graduation students will be moved from a prior catalog year if they do not meet the above conditions to a catalog year, they are eligible for:
  - a. If they are not eligible for any other catalog prior catalogs, they will use the current catalog year.
  - b. The evaluator may work with academic advising and the student to help determine the appropriate catalog year.
4. Exceptions to this standard may be extended from five to six years if the following conditions are met:
  - a. Student shows active progress toward program completion.
  - b. The student must complete the program by the end of the spring term of the sixth year (e.g., for the 2016-17 academic year, the extended catalog is based on the 2010-11 catalog; and the program must be completed by Spring 2017).
    - i. If the student does not complete their program by the spring term of the sixth year the student will be evaluated for degree and/or certificate requirements under the current catalog year or a different catalog year they may be allowed to use under this standard.
  - c. The appropriate dean approves exception.

## REVIEW HISTORY

<b>Reviewed:</b>	<b>Status:</b>	<b>Date:</b>
ISP Committee	Adopted	November 22, 2024
ISP Committee	Reviewed	March 24, 2017
ISP Committee	Updated format	August 3, 2016
College Council	Reviewed	February 6, 2015
College Council	Reviewed	March 3, 2006
College Council	Reviewed	April 27, 1999