

CHAPTER:	SUBJECT	POLICY #	Page 2 of 2
Academic Policy	Catalog Applicability	100-05-04	EFFECTIVE

- G. BA Degree: Bachelor of Arts degree.
- H. BS Degree: Bachelor of Science Degree.
- I. Catalog: The college listing of all academic requirements, programs, degrees, majors, minors, and courses, as well as academic policies and procedures.
- J. Degree Requirements: The courses and proficiencies which must be completed at a satisfactory level in order for a degree to be conferred.
- K. Department Chair (DC): The ASC faculty member that acts as the administrative head of an academic program.

IV. PROCEDURES:

- A. The student will complete the degree requirements as stated in the policy above.
- B. The Records Office will apply this policy in determining any transfer credit awarded and in evaluating graduation applications and requirements.
- C. If the student is not continually enrolled and misses more than one semester (fall or spring), the student will complete the degree requirement in effect when they re-enroll.
- D. The student's advisor will advise the student using this policy to determine requirements.
- E. Any exceptions, waivers of requirements, or substitutions must be approved by the department chair(s) for major requirements, or the APAA for general education requirements (see the policies Substitutions in the Major/Minor, and General Education Substitutions).
- F. If the degree requirements have changed, the student may choose to complete the degree requirements in effective during the academic year in which they will graduate.

V. RESPONSIBILITY:

- A. The student is responsible for knowing the degree requirements and following the appropriate catalog.
- B. The academic advisor is responsible for assisting the student in determining, and following the correct degree requirements.
- C. The records office staff are responsible for using this policy as a basis for the evaluation of degree requirements.
- D. The Department Chair is responsible for approving any substitutions, or waivers in regards to major requirements.
- E. The APAA is responsible for approving any substitutions, or waivers in regards to general education requirements.

VI. AUTHORITY:

- A. ASC General Catalog, 2006-2007

VII. HISTORY:

VIII. ATTACHMENTS: