Catalog Applicability – Undergraduate Students

I. POLICY:

Baccalaureate Students:

Entering first-year students seeking the B.A. or B.S. degree can choose to fulfill the graduation requirements for any year after (and including) the semester they first enrolled at Adams State University, provided they remain continuously enrolled. Students may select to fulfill the major requirements from one catalog and the general education requirements from another catalog. Students who interrupt their studies for more than two semesters (i.e., fall or spring) will use the requirements for the semester they return as their first semester.

Associate Degree Students:

Entering first-year students seeking an A.A. or A.S. can choose to fulfill the graduation requirements for any year after (and including) the semester they first enrolled at Adams State University, provided they remain continuously enrolled. Students may select to fulfill the major requirements from one catalog and the general education requirements from another catalog. Students who interrupt their studies for more than two semesters (i.e., fall or spring) will use the requirements for the semester they return as their first semester.

II. PURPOSE:

The purpose of this policy is to describe which degree requirements a student must fulfill based on when they first enroll in classes at Adams State University.

III. DEFINITIONS:

A. Academic Advisor: A faculty or staff member who advises students regarding their academic program.

B. Vice President for Academic Affairs (VPAA): The individual responsible determining and implementing academic policies related to grade appeals, transfer of credits, substitution of general education credits, associates degrees, etc.

C. Associate’s Degree: An Associate of Arts or Associate of Science degree.

D. Associate Program: A program of study leading to an associate’s degree. Usually completed in 2 years of full-time study.

E. AA Degree: Associate of Arts degree.

F. AS Degree: Associate of Science Degree
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 ASU 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 two semesters (fall or spring), the student will use degree requirement in effect at the time they re-enroll as their first semester.

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 VPAA for general education requirements (see the policies Substitutions in the Major/Minor, and General Education Substitutions).

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 VPAA is responsible for approving any substitutions, or waivers in regards to general education requirements.

VI. **AUTHORITY**:

A. ASC General Catalog, 2006-2007

VII. **HISTORY**:

Revised May 24, 2012
Revised May 27, 2014
Reviewed March 10, 2015

VIII. **ATTACHMENTS**