



Frederick Community College Procedure

Section 4.12 Academic Standards	Procedure Number	4.12g
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Catalog Year Procedure	Policy Number	4.12
	Assigned to	Senate
	Board Approved	4/28/99 4/20/05
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- A. The official College catalog year begins with the summer semester and continues through the spring semester.
- B. Students are assigned to the catalog year in effect at the time of their initial enrollment at the College. Students remain assigned to the initial catalog year unless they:
 1. Are subject to Re-admission – students who have had a break in enrollment greater than two years must be re-admitted to the College and are assigned to the catalog year in effect at the time of their re-admission.
 2. Request a Change of Major – students who request a change of major will be assigned to the catalog in effect at that time.
 3. Request Assignment to a Current Catalog – students may request assignment to a current catalog year.
- C. Students requesting an exception to their catalog year assignment must consult with an academic advisor who will make a written recommendation to the Associate Registrar. The Associate Register will then consult with the appropriate Department Chair.
 1. Re-admitted students and those subject to re-assignment of catalog year due to a change of major will not be assigned to a catalog more than five years old.
 2. To ensure compliance with accreditation and licensure requirements, re-admitted students enrolling in any Allied Health program will be assigned to the catalog in effect at the time of their re-admission.