

6.18 Catalog of Record

Last Revised: January 2025

Policy: Piedmont Community College (PCC) defines a Catalog of Record for determining completion of the student's program of study to satisfy graduation requirements.

Purpose/Definitions:

Purpose

The purpose of this policy is to specify the catalog under which a student may graduate. Program requirements for graduation are based on the student's catalog of record.

Definitions

Catalog of Record—the catalog used to determine if a student has satisfied all requirements for completing their program of study.

Continuous Enrollment—A student is continuously enrolled as long as they do not have a break in enrollment from the College for two consecutive semesters (i.e., fall and spring or spring and fall). A student is not required to be enrolled during the summer term to maintain continuous enrollment.

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Student Development has monitoring authority over this policy.

Procedure:

Section 1: Catalog of Record for Graduation

- 1.1. A student who is in continuous enrollment may graduate under the provisions of the catalog in effect at initial enrollment to the college.
- 1.2. Any student who changes or adds a major may graduate under the requirements of their initial catalog of record or any subsequently adopted catalog of record (for more information see PCC Policy 6.17 Change of Educational Record Information).

- 1.3. A student not continuously enrolled until graduation for any reason must reapply to the College and meet the program requirements in the catalog in effect at the time of re-enrollment or any subsequently adopted catalog of record.

Legal Citation: N/A

History: Effective October 1988; Revised October 2001, January 2016, July 2021, January 2025