Colleagues,

As we continue our efforts to deploy a new advising and degree audit system, we have also found that there are inconsistent practices among departments/colleges as to what catalog year a student can graduate under. After consultation with the Faculty Senate Executive Committee on October 13, 2010, it was decided that this issue appropriately belonged to the Curriculum Council to discuss and recommend to the full Faculty Senate.

**Issue #1:** The University has had a consistent practice that had established the catalog year a student graduates under as the academic year catalog the student originally matriculated under in their first term of attendance. This establishes the structure for their institutional degree requirements (defined by AR 25) and the student’s baccalaureate core requirements. The student’s major requirements were established by the date a major change of program form was approved/submitted to the Office of the Registrar. This often means that the major requirements are defined by a different catalog year than the institutional/baccalaureate core requirements. After significant discussion with the academic advising community, it was agreed that some additional clarification would be of value going forward.

**Issue #2:** What has also become clear is that there isn’t a uniformity of understanding regarding students who are absent from OSU for four consecutive terms. OUS (as part of the Admissions requirements) has defined the re-enrollment policy in the following way relative to catalog years: *Current policy requires a student to reapply after not enrolling at OSU for four consecutive terms; the printed catalog for the resulting readmission/matriculation date will become the catalog of record for graduation requirements.* From our understanding, however, it isn’t clear that this policy is well known among our campus academic advisors even though it is published in the general catalog. The re-enrollment policy is designed to support academic programs whose requirements have significantly changed from the original catalog a student may have originally matriculated under (whether that was two years or 30 years ago). It realigns both the requirements for the Institutional Degree/Baccalaureate Core requirements, as well as current major requirements for students wishing to continue their academic career at OSU.

**Issue #3:** When does a catalog become obsolete? At present there isn’t anything that we have been able to find that establishes an obsolescence for catalogs at OSU. Our sister OUS institutions all have seven year limits for catalogs.

**Proposal:** We would propose the following (bolded policy statements) be reviewed by the Curriculum Council for a wider vetting with the Faculty at OSU with respect to catalog year requirements for graduation. This policy would be published on the front inside cover (and in other important and often referred to sections ) of the General Catalog.
Graduation Requirements/Catalog Contract Policy

When determining the graduation requirements for a given student:

- Students must meet all applicable degree requirements from the published catalog(s).
- The student’s catalog year for institutional and baccalaureate core requirements are established by their first term of attendance (matriculation date) at Oregon State University as an admitted student.
- The student’s catalog year for college/major/option/minor requirements are based on the date of declaration of the major/option/minor. Additionally, while the student’s first major/option must be in the same catalog year, any additional or subsequent declarations of majors/options/minors will be determined by the declaration dates (and corresponding catalog years) established by the change of academic program process. **A student, in collaboration with their advisor, can also choose to graduate under a subsequent (to their most recent major declaration date) catalog year within the same major/option.**
- At the time of graduation, all students, including transfer students, must use a catalog that is not more than ten years old. A student may petition to the Head Advisor of their College for any extension of a catalog greater than ten years from their expected graduation term.
- Current OUS policy requires a student to reapply after not enrolling at OSU for four consecutive terms (not including summer terms); the published catalog for the resulting readmission/matriculation date will become the catalog of record for graduation requirements.
- For Degree Partnership Program students, the first term the student is admitted to OSU will be the matriculation date and will determine the catalog year for institutional and baccalaureate core requirements. The catalog year for college/major/option/minor requirements will be the same as all other OSU students.
- Every effort has been made to ensure the accuracy of information in the OSU General Catalog. However, Oregon State University or the Oregon State Board of Higher Education may find it necessary from time to time to make changes in courses, curricula, or degree requirements. Students already admitted to a program in which such changes have been made will be reasonably accommodated, if possible, to ensure their normal progress toward a degree. A student may, however, still be required to conform to changes in courses, curricula, or degree requirements as deemed necessary by Oregon State University or the State Board of Higher Education.

**Implementation:** Effective immediately for all future OSU students, and any existing OSU students (active or not) who have not yet completed their degree(s).

Thanks, Kent.

Kent Kuo
University Registrar