

# UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **Change in Catalog Requirements (number AP1207)**  
Cabinet Division: **Registrar's Office (Enrollment Management)**  
Date Revised: 4/17/12 (approved by Faculty Senate); 5/2/12 (approved by the Chancellor)

## I. Background and Purpose

- 1.1 We are finding students and advisors do not have a thorough understanding of the importance of knowing what catalog they are listed under for completing degree requirements. Our current policy of choosing the catalog of entry or exit is a problem. Students often plan to graduate in a certain exit term, but then plans change, now the catalog they have declared is no longer their catalog of exit, which would require a petition. Students/advisors are choosing to use a catalog that the student has not formerly declared through the Advising Center, this results in the degree progress report not printing what they believe should be the correct requirements.

## II. Constraints

- 2.1 Students who need to use more than catalog to meet major/minor/general education requirements are required to submit a petition requesting to do so.

## III. Definitions

- 3.1 Catalog year used to meet graduation requirements is entered for all students as catalog in effect when they were admitted. In PeopleSoft the catalog is referred to as "requirement term".

## IV. Policy Statements

- 4.1 Students may choose to graduate from the catalog in which they were admitted, or a more recent catalog as long as the student attended during the time period of the catalog used; provided the catalog is not more than seven years old at the time of graduation. Transfer students may select the pertinent catalog of entry which corresponds with the academic year they started at the previous institution or the UW-Superior catalog in effect at the time of transfer, or a more recent catalog as long as the transfer student attended during the time period of the catalog used; provided the catalog is not more than seven years old at the time of graduation. Mandatory legal changes may provide exceptions to these requirements.
- 4.2 Students may only graduate under one catalog; requirements for the degree, major, minor and general education must all be met using one catalog only. Requests to graduation using a split catalog (major or minor or general education requirements from more one catalog) must be submitted on a student petition form submitted to the Credits and Reinstatement Committee.
- 4.3 Students who do not complete course work for the degree within seven years must be graduated under the provisions of the current catalog. Any exceptions regarding major or minor requirements must be approved by the academic department and submitted to the Registrar's Office via a [course substitution form](#) .
- 4.4 Any student who plans to graduate with course requirements or the required courses for any major offered by all academic departments that will be seven years old at the time of graduation should be aware that the department retains the option to require the student to repeat any such courses. This policy applies to any courses used to satisfy major requirements, regardless of the college or university that granted the credit initially.
- 4.5 The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and this institution.
- 4.6 While the provisions of this catalog will ordinarily be applied as stated, UW-Superior reserves the right to change any provision listed in this catalog, including but not limited to academic requirements for graduation and schedules for course offerings without actual notice to individual students. Every effort will be made to keep students advised of any such changes. It is the students' responsibility to keep apprised of current graduation requirements for their particular degree program by reviewing their Degree Progress Report (DPR) via their E-Hive account.

## V. Policy Procedures

- 5.1 Students complete an electronic change of major form, or visit the Center for Academic Advising to request a catalog change.

## VI. Compliance

- 6.1 Approved by UAAC (4/10/12), Faculty Senate (4/17/12) and Chancellor Wachter (5/2/12)
- 6.2 Faculty, Department Chairs and Enrollment Management staff are aware of this policy change.

## VII. Attachments

- 7.1 None