POLICY TITLE
Establishing a Program of Study

POLICY NUMBER
ASOM 1.11

PRIMARY RESPONSIBILITY
Office of Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Created March 2010/Effective Fall 2010; revised October 2017/effective immediately

PURPOSE
In order to accurately conduct degree audits, the college must establish the protocol for identifying a student’s catalog year.

ORGANIZATIONAL SCOPE OR AUDIENCE
Degree or certificate seeking students

DEFINITIONS

Catalog year:
The set of degree requirements in effect for a particular academic year is referred to as a catalog year. Catalog years begin with the fall semester and end at the end of the subsequent summer semester.

Program of study:
The combination of the students’ major and degree defines his/her program of study and is tied to an established curriculum as defined by the curricula of record.

Readmission:
Previously enrolled students who cease attendance for six or more consecutive semesters are required to apply for readmission to the college.

Six consecutive semesters:
For purposes of this policy, six consecutive semesters refers to all three semesters in an academic year (summer, fall and spring or fall, spring and summer or spring, summer and fall) for two years.

POLICY
Students shall follow the curriculum as defined in the catalog in effect when a program of study is declared. The student’s catalog year will remain in effect as long as the student does not discontinue attendance for more than six consecutive semesters. Once attendance is discontinued for more than six consecutive semesters, the student is re-admitted and the current catalog year is in effect.
When program curriculum changes, students may choose to complete their program of study under the old requirements or change to the new curriculum. When students elect to complete under the old curriculum, they must do so within two years. If a student is still enrolled in the old curriculum after two years, the student will be required to complete the requirements of the new curriculum.

When the provost approves a campus request to eliminate or suspend a program of study, no new students will be allowed to declare the program of study. Upon this approval, the campus shall notify students who have declared the program of study and ensure that the curriculum is available for two years, during which time the student must complete the program of study in progress to be eligible for the degree or certificate. After two years, a student who is still enrolled in the eliminated or suspended program of study will be moved to a non-degree seeking status and must see an advisor to select a new program of study. Alternatively, a student may request a change of campus to one that continues to offer the program of study.

**PROCEDURE**
Students must complete a Change of Program when adding or changing a program of study. The catalog year must be changed in the student information system, to reflect the new curriculum rules.

**REFERENCES**
Ivy Tech Course Catalog [http://www.ivytech.edu/academics/course-catalog.html](http://www.ivytech.edu/academics/course-catalog.html)
Curricula of Record [https://wwwapps.ivytech.edu/cgi-bin/gpprogram_list.cgi](https://wwwapps.ivytech.edu/cgi-bin/gpprogram_list.cgi)

**RESOURCE PERSON**
Vice Chancellor for Academic Affairs