

## 6.18 Catalog of Record

**Last Revised:** July 2021

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

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### **Purpose/Definitions:**

#### **Purpose**

Program requirements for graduation are based on the student's catalog of record. This policy specifies the catalog under which a student may graduate.

#### **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.

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### **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.

- 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.

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**Legal Citation:** N/A

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