

## College Operating Procedures (COP)



**Procedure Title:** Effective Catalog Procedure  
**Procedure Number:** 03-1706  
**Originating Department:** Provost/Vice President, Academic Affairs

**Specific Authority:**

Board Procedure n/a  
Florida Statute n/a  
Florida Administrative Code n/a

**Procedure Actions:** Adopted: 7/24/09; 02/10/11; 06/16/14

**Purpose Statement:** This procedure provides students, advisors, and administrators with guidance regarding the degree requirements and institutional policies that are effective for the students' graduation requirements.

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### **Guidelines:**

This procedure provides students, advisors and administrators with guidance regarding the degree requirements and institutional policies that are effective for the students' graduation requirements.

### **Effective Catalog Procedure**

The College Catalog is the official document that describes the policies, academic programs and requirements for students attending Florida SouthWestern State (College). Students are responsible for knowing and adhering to the policies and requirements that affect them. A student may obtain a degree in accordance with the requirements set forth in the catalog in force at the time of the student's initial enrollment at the College, provided that the student has not been absent from active enrollment for a continuous period of twelve months or more. Also, the student may elect to obtain a degree in accordance with the requirements of any catalog issued after the initial enrollment, with the stipulation that a student is restricted to the requirements of a specific catalog and must graduate within a period of five years from the date the catalog was issued to claim that catalog. When a student has been absent for a period of 12 months or more, he or she must fulfill the requirements of the catalog in force at the time of re-enrollment or a subsequent catalog in force during enrollments. In all cases, a student is restricted to the requirements of a specific catalog and must graduate within a period of five years from the date the catalog was issued to claim that catalog. Graduation requirements refer to the specific combination of general education courses, required core courses, elective courses, and any other completion requirements such as passing scores on exams or completion of capstone projects. If the prerequisite requirements for any course change since the student's time of initial enrollment, the student must meet the prerequisites in effect during the term that the student registers for the course.

Students entering limited-access programs, such as Nursing, must meet the graduation requirements of the catalog in effect at the time of entry into the limited-access program. Exceptions to the effective catalog procedure may be necessary if degree requirements change as a result of changes in statute, accreditation requirements, or requirements of other regulatory agencies to which the College is subject.

Although College faculty, staff and administrators assist students in meeting the requirements for a degree or certificate, it is ultimately the student's responsibility to meet those requirements. The College does not award a degree or certificate until all requirements and obligations have been met. Questions regarding application of this rule can be directed to the Office of the Registrar.

### **Accuracy of the College Catalog**

The College is committed to providing students the most accurate, current information available regarding the College's programs, courses, regulations and policies. However, there may be times when course changes concerning prerequisites, content, hours, or units of credit are determined after publication of the catalog or when policy or state regulation dictates a change in current practice. When such a circumstance arises, every effort will be made through the College website, portal announcements and e-mail to notify students of any changes in the course descriptions or College policies and procedures.