



# KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

## CATALOG OF RECORD

### 1. Catalog of Record Policy

A degree-seeking student must meet the liberal studies requirements as published in the catalog in effect at the time of enrollment. The student will be subject to the liberal studies requirements so long as he/she remains enrolled with no more than a two-year interruption of studies. A degree seeking student can request to change his/her Catalog of Record for the liberal studies to a subsequent edition of the catalog. A written request to change the catalog of record for the liberal studies requirements must be submitted to the student's advisor for approval and then be forwarded to the Office of the Registrar.

A degree-seeking student can request to change his/her Catalog of Record for the major to a subsequent edition if the major requirements change after a student declares a major. A written request to change the catalog of record must be submitted to his/her advisor for approval and forwarded to the Office of the Registrar. If a student elects to fulfill the old requirements for the major listed in his/her Catalog of Record, but required courses are no longer offered, he/she may substitute other courses with the approval of the chair of the department.

Students who complete a degree and wish to pursue an additional degree without interruption will have the option of selecting requirements for the additional degree in effect at the time of either initial enrollment or of declaration of the second degree. To be eligible to pre-register for the semester following completion of the first degree, the student must attach a letter of intent to the Application for Degree Form. (Please see section on Subsequent Degrees for additional information.)

A student who changes his/her major must meet the major requirements as published in the most recent catalog. The Major Change Form must be obtained from the Office of the Registrar and must be returned with all necessary approval signatures. A student who changes from non-degree status to degree-seeking status must meet the requirements as published in the catalog in effect at the time the student becomes degree-seeking.

A student pursuing a curriculum leading to certification or licensure must meet the

curriculum requirements in effect at the time he/she graduates.

### **Double/Multiple Majors**

A student wishing to pursue a double major must declare the first and second majors to the Registrar. A student will have earned a double major after he or she has completed all the requirements for the first and second majors and after completing a minimum of 120 semester credit hours. Unless otherwise specified, any course taken to satisfy a requirement (including electives) for one major may be used to satisfy a requirement for another major. The student who completes all the requirements for both majors receives a degree appropriate to the first major (either a B.A. or a B.S.) with a notation of the second major. The baccalaureate degree may be awarded for multiple majors and minors, provided the requirements for all majors and minors are met. The associate degree may be awarded for one or more majors, provided the requirements for all majors are met. A double major does not necessarily result in an additional degree.

### **Concurrent Degrees**

A student may pursue two degrees of the same level in a given matriculation period, e.g., two baccalaureate degrees, two associate degrees, or two graduate degrees, when minimum graduation requirements are met with additional coursework for the appropriate degree level. A student may not pursue mixed levels of degrees simultaneously. (Students having earned one degree at any level may subsequently pursue another, either associate or baccalaureate.

## **2. Entities Affected**

- Academic Affairs

## **3. Policy Owner/Interpreting Authority**

Provost/Vice President for Academic Affairs

## **4. Related Policies**

## **5. Statutory or Regulatory References**