



To: Interim VCAA and Provost Elisha Baker,  
University of Alaska Anchorage

Fr: Kimberly Swiantek,  
UAA Governance Office

Re: Proposed Modification of Catalog Language Regarding Catalog Year and Course Prerequisites

On November 2, 2012 the Faculty Senate approved the following motion from UAB:

**Motion to accept the Proposed Modification of Catalog Language Regarding Catalog Year and Course Prerequisites memo.**

Please see the attached document for more information.

If I may be of further assistance, please let me know.

**Provost**

Approved     Disapproved

Comments:

06/11/2012

Elisha Baker, Interim VCAA and Provost

Date

**Chancellor**

Approved     Disapproved

Comments:

7 Nov 2012

Tom Case, Chancellor

Date



Date: August 8, 2012

To: Undergraduate Academic Board  
Graduate Academic Board

From: Academic Policy Advisory Committee (PAC)

RE: Proposed modification of Catalog language regarding catalog year and course prerequisites

This request is to clarify catalog language regarding enforcement of course prerequisites. This was the subject of two recent student appeals. In one case, the student maintained that only the prerequisites found in the catalog for his catalog year could be enforced. The faculty understanding was that the student needed to meet the current prerequisite for the course. In AY12 Interim Vice Provost Bart Quimby discussed the issue with faculty leaders, and the consensus was that students must meet the course prerequisites in place at the time they take the course.

It is proposed that the language be clarified as shown below.

**2011-2012 Catalog, pg 62**  
**Catalog Year**

***Certificates and Associate Degrees***

Each student's **program** catalog year is established when the student is first admitted into a certificate or degree program as a major or pre-major. A student's **program** catalog year is adjusted if the student formally postpones admission (see Postponed Admission in this chapter) or executes a change of major (See Change of Major or Degree in this chapter).

Students may elect to graduate under the **program** requirements of the catalog in effect at the time of formal acceptance to a certificate or associate degree program or the catalog in effect at the time of graduation.

If the requirements for a certificate or associate degree as specified in the entry-level catalog are not met within five years of formal acceptance into the program, admission expires and the student must reapply for admission and meet the current admission and graduation requirements in effect at the time of readmission or graduation.

***Baccalaureate Degrees***

Students may elect to graduate under the **program** requirements of the catalog in effect at the time of formal acceptance to a baccalaureate degree program or the catalog in effect at the time of graduation. However, a course satisfying a particular General Education Requirement (GER) in the semester in which it was completed will continue to satisfy that GER for that student even if its status has changed in the catalog under which the student graduates.

If the requirements for a baccalaureate degree as specified in the entry-level catalog are not met within seven years of formal acceptance into the program, admission expires and the



student must reapply for admission and meet the current admission and graduation requirements in effect at the time of readmission or graduation

**Course Requirements**

Students must meet the enrollment requirements in effect for courses at the time they enroll in each course.

**2011-2012 Catalog, pg 66**

**Faculty-Initiated Drop or Withdrawal**

A faculty member may initiate a drop or withdrawal from a class of a student who fails to meet published individual course requirements (see next paragraph). A student who fails to attend class within the first seven calendar days of the semester is also eligible for this action. The deadlines for faculty-initiated drop or withdrawal are the same as for student-initiated drop or withdrawal.

The requirements which a student must meet include all catalog pre- or co-requisites for the course, as well as other registration restrictions, and attendance requirements established for the class **at the time the course is taken**. Faculty may initiate a withdrawal for a student in audit status for a class according to criteria for audit status distributed in the class syllabus. Faculty are not obligated to initiate drops or withdrawal for any reason. Students who need to be excused from first-week attendance must contact the faculty member and receive permission before the first class meeting of the semester.