



---

**POLICY TITLE:**

Catalog of Record

**APPLIES TO:**

Students

Advisors

Office of the Registrar

Recruitment Offices

College Deans and Department Chairs

**ADMINISTRATIVE AUTHORITY:**

Office of the Provost and Vice President of Academic & Student Affairs

**APPROVED BY:**

Kentucky State University Board of Regents

**EFFECTIVE DATE:**

August 8, 2025

**NEXT REVIEW DATE:**

August 8, 2028

---

**POLICY STATEMENT:**

The catalog of record establishes the specific degree requirements an undergraduate or graduate student must satisfy to complete a credential at Kentucky State University (KSU). In nearly all cases, a student's catalog of record is the catalog in effect during the first term the student enrolls as a degree-seeking student. This policy defines how the catalog of record is assigned, how it may be changed, and the circumstances under which it will be updated by KSU. All other institutional policies and procedures not tied to degree requirements are governed by the most recent catalog in force.

**DEFINITIONS:**

Catalog of Record

The edition of the KSU undergraduate or graduate catalog that governs a student's curriculum, degree requirements, and academic regulations for graduation.

### **Gap in Enrollment**

An interruption of two (2) or more consecutive academic years (fall, spring, summer) during which a student does not enroll in KSU coursework.

### **Pathway/Articulation Program**

A transfer or dual-enrollment partnership formalized through a memorandum of understanding that specifies academic requirements across institutions.

### **Project Graduate**

A statewide initiative that assists adult learners who have earned at least eighty (80) credit hours toward completion of a bachelor's degree.

## **PROCESS:**

### **Initial Assignment of Catalog**

The catalog in effect on the date the student first registers for classes at KSU as a degree-seeking student becomes the student's catalog of record. This catalog governs all academic requirements for the credential.

### **Students Returning after a Gap in Enrollment**

A student who experiences a gap in enrollment must meet the institutional and program requirements in effect at the time of re-entry, unless the student qualifies under Project Graduate.

### **Project Graduate Exception**

An adult learner re-entering with eighty (80) or more previously earned credit hours may, with advisor approval, retain the original catalog of record if that choice expedites degree completion.

### **Pathway and Memorandum-of-Understanding (MOU) Programs**

Students enrolled in a formal pathway or articulated program follow the catalog that was current when they began the pathway, provided continuous enrollment is maintained at the partner institution.

### **Electing a Later Catalog**

A student may petition the Office of the Registrar to adopt a later catalog. If approved, the student must satisfy all degree requirements in the new catalog; requirements may not be mixed across editions.

### **Transfer Coursework**

GPA calculations for admission, standing, and graduation, as well as course-equivalency decisions rendered by KSU, do not change when a student moves to a later catalog.

### **Eight-Year Currency Limit**

A single catalog of record is valid for a maximum of eight (8) consecutive academic years from the student's first term of enrollment. After eight (8) years, the Registrar will advance the student to the next available catalog, unless the student successfully petitions to use a more recent edition.

### **Prerequisite and Corequisite Rules**

Course prerequisites and corequisites are governed by the catalog in effect at the time of course enrollment, regardless of the student's catalog of record.

### **Petitions and Exceptions**

Requests for exceptions are reviewed first by the student's college Dean (or designee). An appeal of the Dean's decision must be submitted in writing to the Provost (or designee) within five (5) business days. The Provost's decision is final.

## **REFERENCES AND RELATED MATERIALS:**

### **CONTACTS:**

Subject	Office	Telephone	E-mail
General Questions	Office of the Provost	(502) 597-6946	<a href="mailto:Michael.Dailey@kysu.edu">Michael.Dailey@kysu.edu</a>
Policy Questions	Office of the Registrar	(502) 597-6234	<a href="mailto:Yolanda.Benson@kysu.edu">Yolanda.Benson@kysu.edu</a>

### **HISTORY:**

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	Circa 2019	Unknown
Substantive Revisions	June 2025	Zach Atwell

---