



POLICY TITLE

Undergraduate Catalog Entry and Continuous Enrollment Policy

POLICY NUMBER

SUBR 1-024

EXECUTIVE SUMMARY

1. What is the purpose/rationale for this policy?

The purpose of this policy is to establish clear guidelines for the Catalog Year (students' catalog of entry) at Southern University and A&M College (SUBR). The Catalog Year is the version of the catalog that a student must follow, which corresponds to the year in which the student first enrolls at SUBR. This Catalog outlines the educational programs, degree requirements, policies, and procedures that students must follow during their course of study. The Catalog Year is assigned at the time of a student's first enrollment (first term of entry) and remains in effect unless there is a break in Continuous Enrollment. If a student experiences a break in enrollment, they will be reassigned for the Catalog Year in effect at the time of reinstatement. This policy ensures that students have a consistent framework of requirements to follow during their academic journey while accommodating periods of non-enrollment.

This catalog and continuous enrollment policy is one of the institution's commitments to the state's outcomes-based funding framework. By ensuring stable curricular pathways, minimizing unnecessary credit accumulation, and proactively monitoring student status, the University supports the retention, progression, and timely completion of metrics that are tied to state appropriation. The Registrar and Institutional Effectiveness offices shall report annually on catalog expiration, readmission outcomes, and correlations to the institution's outcomes funding performance indicators. This annual reporting shall also include documentation and verification related to the Louisiana Board of Regents (BoR) Catalog Matrix, the Common Catalog, and the Statewide Course Articulation Matrix to ensure institutional alignment with state academic pathways and transfer frameworks.

The aims are to:

- Ensure consistency, equity, and transparency in degree requirements
- Support accurate advising, timely degree completion, and institutional compliance (e.g., accreditation, federal/state regulations)
- Align student progress with state outcomes/performance-funding priorities (retention, progression, completion, and time-to-degree). aim of the policy.

2. What is the fiscal impact of this policy?

The fiscal impact of this policy is relatively indirect but significant. By clearly defining the Catalog Year and the Continued Enrollment requirement, the policy helps ensure that students remain on track with their academic progress and can graduate within an expected timeframe. This can prevent delays in graduation and associated financial costs, such as extended tuition payments and fees for additional semesters. Additionally, ensuring that students adhere to consistent program requirements helps maintain the integrity of academic records, which in turn supports financial aid eligibility and funding compliance. If students were not held to clear guidelines regarding their Catalog year, it could lead to confusion, delays in graduation, and potential loss of financial aid, which would negatively impact the institution's finances.

3. Was this policy developed based on best practices and in alignment with similar universities/colleges, policy organizations such as Association of Governing Boards of Universities and Colleges (AGB), Southern Association of Colleges and Schools – Commission on Colleges (SACSCOC), Louisiana Board of Regents, etc. Briefly discuss and provide an example.

The policy requiring students to maintain Continuous Enrollment to retain their "Active Student" status is in line with standard practices across higher education institutions. Most universities, including those accredited by SACSCOC, require that students who interrupt their enrollment be reinstated before continuing in their programs. This ensures that students who are absent for a period are given the opportunity to return with an updated and current set of academic requirements.

SACSCOC's standards emphasize the importance of maintaining clear guidelines for student reinstatement after breaks in enrollment, which is exactly what is addressed in the policy at Southern University A&M. This practice ensures students are aware of the steps needed to return to their program of study and comply with the academic standards that apply when they are reinstated.

The Catalog Year policy, which governs the academic requirements students must follow, is consistent with policies at universities across the region. This practice allows students to follow the requirements of the Catalog Year in effect when they first enrolled or when they are reinstated after a break. By doing so, the institution provides clarity on which set of academic standards the student must meet.

This approach is widely supported by SACSCOC and other regional accrediting bodies, as it ensures that students are held to the academic standards that were in place at the time of their initial enrollment or reinstatement, which is essential for academic consistency and fairness. It also ensures that institutions are flexible enough to adjust for changes in curricula and academic policies without penalizing students who had to take time off.

The policy also allows students to petition for a change in Catalog Year and adjust their program of study. This flexibility is in line with the AGB's emphasis on student-centered policies that

support students in meeting their academic and career goals, even in the face of interruptions or changes in their educational path.

The ability to change the program of study (e.g., adding a second major or a certificate) before the start of the term and apply it to the following term is a common practice at many accredited institutions, including those under SACSCOC's purview. This ensures that students can remain on track for graduation, even if their academic focus shifts, and that these changes are applied in a structured and predictable manner.

4. If this is a policy revision or update, please provide a summary of the proposed revisions and reason(s) for the revisions.

This is a newly established policy designed to formalize the procedures for catalog year assignment and continuous enrollment requirements. It ensures clarity regarding students' obligations in maintaining their academic standing and program of study. Future revisions will be based on institutional needs, policy effectiveness, and any updates in state or accreditation regulations to ensure compliance and student success



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Undergraduate Catalog of Entry & Continuous Enrollment Policy

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Responsible Unit(s): Division of Academic Affairs and the Office of the Registrar	Effective Date: 2/9/2026
Responsible Official(s): Chief Academic Officer and Registrar	Last Reviewed Date: 12/20/2025
Policy Classification: Academic Affairs	Origination Date: N/A

I. POLICY STATEMENT AND RATIONALE

The Catalog Year is the year of the Catalog in effect at the time of a student's enrollment (first term of entry) at Southern University and A&M College. Each student is assigned their Catalog Year and must follow all the requirements outlined in this Catalog provided there are no breaks in Continuous Enrollment.

The **Catalog Year** at Southern University and A&M College refers to the year of the catalog in effect at the time of a student's initial enrollment (first term of entry). The catalog for a student's major and general education requirements must be the same and remain in effect for seven years from the initial effective term, as identified in the SUBR policy. This catalog governs all academic requirements, provided there are no breaks in Continuous Enrollment. If a student experiences a break in enrollment, they will be required to follow the catalog in effect at the time of their reinstatement.

Catalogs are in effect for three years from the initial effective term as identified in the published course catalog and take effect on the first day of classes for the respective major. The catalog followed for a student's major and for general education requirements must be the same.

II. POLICY SCOPE AND AUDIENCE

The scope of the policy applies to all academic processes related to students' catalog years, program of study changes, and the management of their academic records. The audience

includes students, faculty, academic advisors, the Registrar's office, and Deans or college administrators who are involved in approving or processing changes.

III. POLICY COMPLIANCE

Compliance with the outlined policies ensures that students at SUBR follow the appropriate academic procedures regarding changes to their Program of Study, Catalog Year, and General Student Record. The policy specifies the timeline and process for adjustments, such as adding majors, minors, or certificates, changing the Catalog Year, and following the correct academic catalog. Students must adhere to the following key compliance requirements:

1. Catalog Year Compliance:

- Students must follow the Catalog Year assigned when they first enroll.
- Any change to the Catalog Year can be requested up to two weeks after the start of the term and must be made at least one academic year before the expected graduation term.

2. Program of Study Compliance:

- Changes to a student's Program of Study, including adding a second major, minor, concentration, or certificate, must be approved by the Dean or designee and must be made before the start of a term.
- Program changes should be declared at least one academic year **before** the expected graduation term.

3. Changes Post-Term Start:

- Changes made two weeks after the first day of classes will only be effective in the next available term.

4. General Student Record Compliance:

- Any changes to the student's General Student Record must be processed by the Registrar or designee, ensuring that no unauthorized university official makes such changes.

Impact of Not Following the Policy

Failure to comply with the policy can have several negative consequences, affecting a student's academic progression and administrative record:

1. Delay in Program Changes:

- If students attempt to add or change their Program of Study (e.g., adding a major or minor) after the two weeks into the term, the changes will not take effect until the next available term. This could delay graduation or cause disruptions to a student's academic planning, forcing them to wait for the next term to enroll in required courses for the new program.

2. Catalog Year Misalignment:

- Students who do not request a Catalog Year change in time (before the start of the term or at least one academic year before graduation) may be

forced to follow outdated or incompatible academic requirements, potentially impacting their ability to graduate on time.

3. Failure to Meet Graduation Requirements:

- If the changes are not made in accordance with the timeline (e.g., not declaring changes before the expected graduation term), students may find themselves unable to meet graduation requirements on time or may face additional coursework due to missing or incorrect program specifications.

4. Complications with Reinstatement or Breaks in Enrollment:

- In the event of **reinstatement** after a break in enrollment, failing to comply with the Catalog Year change policy may create complications. The student could be required to follow newer requirements than originally planned, or their academic progress could be misaligned with their prior coursework.

5. Impact on Transfer Policies:

- Students who elect to follow a later Catalog Year might be subject to updated transfer policies, including changes in GPA requirements or course equivalencies, which could affect their academic standing or transfer eligibility.

6. Record Accuracy and Administrative Issues:

- Changes not processed by the Registrar may lead to discrepancies in the student's General Student Record, potentially causing delays in registration, graduation processing, or even impacting financial aid and other administrative services.

7. Delays in Graduation:

- Not following the correct timelines may delay graduation, as students may need to wait for the next term for changes to take effect.

8. Loss of Academic Opportunities:

- Failure to follow the policy may result in missed opportunities for adding a program of study, certificate, or other academic designation if not done within the required timeframe.

9. Administrative Delays or Errors:

- Unauthorized or incorrect changes to the student's record could cause administrative issues, impacting enrollment, registration, and graduation processes.

10. Eligibility for Reinstatement:

- Students may face complications with their reinstatement if they do not comply with the proper procedures, including potential misalignment with the catalog or academic policies in effect at the time of re-entry.

11. Academic and Financial Consequences:

- Misalignment with the catalog year and program changes may result in students having to meet unexpected requirements, potentially increasing their course load or extending their time to complete their degree, which could have financial implications (e.g., additional tuition costs).

IV. POLICY DEFINITIONS

1. Catalog Year/Entry/Term: The academic catalog that is in effect when a student first enrolls as a degree-seeking student at the university. It outlines the policies, procedures, course requirements, and graduation requirements that the student must follow.

2. Program of Study: The specific academic path or major a student is pursuing at the university. It includes the courses and requirements necessary to earn a degree in that field.

3. Continuous Enrollment: The policy that requires students to maintain enrollment from term to term, without taking long breaks (usually more than 2 consecutive academic terms, excluding summer terms), to remain under their current catalog and academic standing.

4. Reinstatement: The process by which a student who has previously withdrawn or stopped attending the University is readmitted to continue their education.

5. Petition: A formal request made by a student to change an aspect of their academic record, such as switching to a different catalog year or requesting an exception to a policy.

6. Program of Study: Major/degree or certificate plan approved by the University.

V. POLICY IMPLEMENTATION PROCEDURES

The implementation of this policy follows a structured process designed to ensure students' academic records are properly managed and updated according to their program and catalog year changes. The process ensures compliance with deadlines and university guidelines and is managed by the Registrar's office and relevant academic units. Upon enrollment, the Office of Admissions assigns a Catalog Year to the student, which will govern the academic policies and requirements they follow throughout their academic career.

Students wishing to add or change their program of study (e.g., adding a second major, minor, or certificate) must obtain approval from the Dean or designee before the start of the term. Program changes must be declared at least one academic year before the expected graduation term. Students wishing to change their catalog year may petition the Registrar's office, and this change must be requested before the start of the term. Changes to the Catalog Year are effective for the next available term.

Students who are reinstated after a break in enrollment must follow the policies of the catalog in effect at the time of re-entry, and any necessary changes to their academic record are processed by the Registrar.

All changes to a student's academic record, including catalog year and program modifications, must be documented and processed by the Registrar's office. The Registrar

is responsible for ensuring compliance with the policy and maintaining accurate student records. Faculty and academic advisors provide guidance to students on meeting policy requirements and deadlines.

VI. POLICY RELATED INFORMATION

- Southern University System Board Policies
- Southern University and A&M College Academic Calendar
- Registrar's Office Re-Admit Procedures
 - <https://www.subr.edu/page/registrars-office-readmit>
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VII. POLICY HISTORY AND REVIEW CYCLE

This is a new policy, effective [Insert Date]. The policy will be reviewed every five years, with the next review scheduled for [Insert Date].

VIII. POLICY URL

This policy can be accessed on the Southern University and A&M College website under the Policies section [Insert URL].

IX. POLICY APPROVAL

John K. Pierre

John K. Pierre (Feb 9, 2026 12:51:34 CST)

Chancellor Name, (Name of Campus)

02/09/2026

Effective Date of Policy

1-024 SUBR_Catalog_Executive_Summary_Policy_-combined

Final Audit Report

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