

Graduation Requirement Policy

Policy Memorandum No. 148

Recommended by the Commission on Undergraduate Studies & Policies
Approved by CUS&P: April 25, 1994
Approved by University Council:
Approved by the President:
Effective: Immediately

Following is the text of the resolution as adopted by University Council:

WHEREAS, the university has a responsibility to provide students with complete and accurate information on the requirements to complete their degree programs in a timely manner, and

WHEREAS, the statement "the requirements in effect at the time of graduation apply" that currently appears in the University Catalog has created confusion for students and faculty advisors, and

WHEREAS, the orderly implementation of the new University Core Curriculum requirements is incompatible with the current "date of graduation" policy,

THEREFORE, BE IT RESOLVED

That effective FALL 1994:

1. the statement "the requirements in effect at the time of graduation apply" be replaced in university policy and in the University Catalog with the statement "the approved requirements in effect for a student's graduation in a given calendar year apply, and that said requirements shall be approved two years prior to their effective graduation date";
2. the statement "Virginia Tech reserves the right to modify requirements in a student's program if necessary" be retained in the university policy and University Catalog;
3. though courses may be added to or deleted from the University Core Curriculum by the University Core Committee at any time, the structure of the University Core and the requirements of the University Core that apply to a given student are those in effect at the time the student first enters the university as a freshman. Transfer students will graduate under the University Core requirements in effect for the class level [freshman (10), sophomore (20), junior (30), senior (40)] into which they are accepted by the appropriate academic dean at the time they enter the University;
4. major checksheets indicating the major requirements for a degree must be approved by the college curriculum committee and submitted to the University Registrar as "proposed" degree checksheets no later than the last day of the fourth week of the spring semester two year prior to the beginning of the calendar year in which they will apply to graduating students. And these "proposed" major requirement checksheets must be fully approved by the governance system no later that the end of the spring semester two years prior to the calendar year in which they will apply to graduating students;

5. the phrase "and thereafter" will no longer be appended to any degree checksheets. Degree checksheets will be established for a specific graduation year and will apply to students graduating in spring, summer, or fall of that calendar year;
6. all actions which require changes in a student's checksheet shall be made following the procedures promulgated in Policy Memorandum 109, Guidelines for Undergraduate Degree Requirement Changes, dated May 7, 1990 and amended herein;
7. Policy Memorandum 109 be revised as follows:
 - (a) the first sentence of item 3(b) be replaced with "All proposed changes in undergraduate degree programs, including such variants as options, concentrations, will be collected over the calendar year by the department/division and submitted as a package to the College Curriculum Committee (and dean) for review and approval no later than the end of the fourth week of the spring semester two years prior to the calendar year in which they will apply to graduating students";
 - (b) item 3(c) be replaced with "Checklists will be subject to the 15-day review process when there are changes in requirements"; and
 - (c) in item 3(d) the sentence "New (i.e. updated) checklists including variants such as options or concentrations will be entered into the CUS and University Registrar's files once a year, following commencement day at the end of the spring semester" be revised to read "New (i.e. updated) checklists including variants such as options and concentrations will be entered into the CUS and University Registrar's files only during the spring semester of each year prior to commencement day at the end of the semester."
8. if a department does not submit a new degree checksheet to the Office of the University Registrar by the end of the fourth week of the spring semester at least two years prior to the beginning of the graduation calendar year to which it is to apply and does not have an approved degree checksheet in place at least two years prior to the graduation calendar year to which it will apply, then the approved major requirements (checksheet) on file with the Office of the University Registrar for the immediately preceding calendar year will be applied;
9. the Committee on Undergraduate Curricula should establish a standard format for all degree checksheets and should encourage departments to indicate on checksheets those requirements that can be fulfilled with a variety of different courses and course sequences; and
10. it be requested that, for informational purposes, the Provost's Office place the University Academic Advising Center on the distribution list for the fifteen day review of all actions placed before the Commission on Undergraduate Studies.

PET:bjl

President's Policy Memorandum

URL: <http://purl.vt.edu/vtdocs/policies/ppm148>