Degree Application - Catalog (Degree Requirements list.)
2019-2020 General Academic Proposal/Policy Cover Sheet

General Catalog Information

** Read before you begin**

This cover sheet is intended to provide information to members of the Education Policy Committee (EPC) and Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy.

Topic* Degree Application - Catalog (Degree Requirements list.)

Are you Proposing:*
- ☐ New academic policy or regulations .
- ☑ Change academic policy or regulations .
- ☐ Delete academic policy or regulations

Visit our current catalog [here](#) and paste the policy you're proposing to change or delete below. Then edit it to show the changes. If you are proposing a new policy, enter the text below.

Policy*

For First Year Students:

8. A formal Application for Degree. File an application for degree in the Office of the Registrar prior to the anticipated completion of 75 credit hours. Transfer credit is included in the calculation of credit hours completed. A registration hold will be placed on a student's record prior to open registration during the term a student is anticipated to complete more than 75 credit hours if an Application for Degree has not been submitted.

For Transfer Students:

10. A formal Application for Degree. File an application for degree in the Office of the Registrar prior to the anticipated completion of 75 credit hours. Transfer credit is included in the calculation of credit hours completed. A registration hold will be placed on a student's record prior to open registration during the term a student is anticipated to complete more than 75 credit hours if an Application for Degree has not been submitted.

Hierarchy Owner*	Longwood University
	Longwood University

BACKGROUND

Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal*	Longwood requires the completion of an application for degree. Longwood puts a hold on registration before the student can register during the semester it is anticipated that they will complete at least 75 credits, including trasnfer credits. Longwood has done this for years. The language in the catalog needs to be clarified and made more explicit.

SUMMARY

Provide a brief list or statement describing the content of the new policy or the proposed changes or deletions to an existing policy*	The language clarifies that students need to file the application for degree before they register in the semester in which it is anticipated that they will complete 75 credits, including transfer credits.

RATIONALE

Provide a brief statement as to why the new policy, the proposed changes, or the deletion is needed*	The application for degree needs to be completed in time for the Office of the Registrar to notify students in time for the students to prepare and still have a full Fall and Spring semester left to correct any deficiencies. Previous to the current policy holds were placed on student accounts on the Monday after the exams were completed to put the students at 75 credits or more. This caused significant problems as they tried to complete their degree application over summer or winter break.