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OFFICE OF THE PROVOST

DIVISION OF ACADEMIC AFFAIRS



UNC CHARLOTTE ACADEMIC POLICY: UNIVERSITY CATALOGS

I. EXECUTIVE SUMMARY

The University of North Carolina at Charlotte [Undergraduate and Graduate Catalogs](#) (hereby referred to as the “Catalogs”) are the official source of information regarding the University’s academic programs and courses. The Catalogs serve as a guide, in conjunction with regular academic advising, in planning a course of study and in meeting requirements for graduation.

The Catalogs are published annually in the Spring for the following academic year, which begins in the Fall. Although course offerings and academic requirements at UNC Charlotte are continually under examination and revision, **the Catalogs are updated only once per year**. This annual revision procedure helps ensure that users of the Catalogs will not find unexpected changes during their academic planning processes.

II. POLICY STATEMENT

The UNC Charlotte Undergraduate Catalog and the UNC Charlotte Graduate Catalog are not irrevocable contracts. Regulations published in them are subject to change by the University at any time without notice. University regulations are policy statements to guide students, faculty, and administrative officers in achieving the goals of the institution. Necessary interpretations of these policies will be made by the appropriate authorities with the interest of the students and the institution in mind. Students are encouraged to consult an advisor if they have questions about the application of any policy.

The University reserves the right to change any of the rules and regulations of the University at any time, including those relating to admission, instruction, and graduation. The University also reserves the right to withdraw curricula and specific courses, alter course content, change the calendar, and to impose or increase fees. All such changes are effective as proper authorities determine and may apply not only to prospective students, but also to those who are already enrolled in the University.

Catalog Year Requirements

Major, Minor, Certificate

The requirements specified in the Catalogs apply to students who commence their studies

at UNC Charlotte during that academic year and who remain in **continuous enrollment** (no enrollment interruption longer than 12 consecutive months) at the institution until they graduate. If program requirements for a major, minor, or certificate are changed in the Catalog, students remain by default under the old requirements. However, students may elect to follow these new requirements. The choice to apply the new requirements must be declared by students prior to applying for graduation by means of an **academic petition**. When students **declare or change their major** they may: 1) elect to stay with the program requirements in the Catalog at the time of their matriculation to the University, or 2) change to follow the program requirements of the current Catalog at the time of their major declaration.

The decision to change Catalog year requirements rests with the student with two rare exceptions: 1) if academic program accreditation and/or professional licensure requirements necessitate the change, or 2) if there is an undue academic burden placed on a department if a student elects to follow the Catalog year requirements of a previous Catalog (e.g., a specialized course is no longer offered).

General Education

The General Education requirements specified in the Catalogs apply to students who commence their studies at UNC Charlotte during that academic year and who remain in **continuous enrollment** (no enrollment interruption longer than 12 consecutive months) at the institution until they graduate. If the General Education requirements change, students remain by default under the old requirements. However, students may: 1) elect to continue under the requirements outlined in the Catalog at the time of their matriculation to the University or 2) change to follow the General Education requirements of the current Catalog. The choice to apply the new requirements must be declared by students prior to applying for graduation by means of an **academic petition**.

Readmission to the University

Students who are **readmitted** to the University are bound by the program and degree requirements in effect at the time of readmission, including General Education requirements.

STUDENTS UNSURE OF WHICH CATALOG TO USE SHOULD CONSULT WITH THEIR ADVISOR.

Exceptions to these policies may be necessitated by changes in course offerings, degree

programs, or by action of University authorities. In that event, every effort will be made to avoid penalizing the student.

III. DEFINITIONS

There are no Definitions for this policy.

IV. POLICY CONTACT(S)

- **Authority:** Office of the Provost and Vice Chancellor for Academic Affairs
- **Responsible Office:** Office of the Provost and Vice Chancellor for Academic Affairs
- **Additional Contact(s):** n/a

V. HISTORY

- **Established:** 1968-1969 UNC Charlotte Catalogue
- **Revised:** 1983-1985 UNC Charlotte Catalog [The Catalog changed from an annual publication (once per year) to a biennial publication (every other year)]
- **Revised:** 2000-2002 UNC Charlotte Graduate Catalog [The Catalog was split into two Catalogs (Undergraduate and Graduate)]
- **Revised:** 2003-2005 Undergraduate Catalog [Discontinuation of external published copies of the Catalogs (for students); Catalogs on CD became available]
- **Revised:** 2009-2010 UNC Charlotte Undergraduate and Graduate Catalogs [The Catalogs changed from a biennial publication (every other year) to an annual publication (once per year); discontinuation of internal published copies of the Catalogs]
- **Revised:** 2010-2011 UNC Charlotte Undergraduate and Graduate Catalogs [Discontinuation of Catalogs on CD; online only]
- **Revised:** 2015-2016 UNC Charlotte Undergraduate and Graduate Catalogs [Catalogs published online via Acalog catalog management software]
- **Revised:** 2016-2017 UNC Charlotte Undergraduate and Graduate Catalogs [Course and curriculum paper form approvals replaced with Curriculog curriculum management software]
- **Revised:** 2019-2020 UNC Charlotte Undergraduate and Graduate Catalogs [Removed sentence: Students who change their major/minor are bound by the requirements of their new major/minor that are in effect the semester they officially begin studies in the new program.]
- **Revised:** 2022-2023 UNC Charlotte Undergraduate and Graduate Catalogs

[Approved 03/31/22 by Faculty Council]

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