OWENS COMMUNITY COLLEGE
PROCEDURES

Catalog of Record **Board Policy No.: 3358:11-2-21**

PROCEDURES:

(1) Declaring a program of study. When a student declares a program of study for a degree or a certificate, the requirements in the catalog of record at the time of admittance to the college or at the time of declaring the program of study are in effect.

(2) Program re-entry. If a student withdraws from the college and later re-enters, the program requirements in the catalog of record at the time of re-entry are in effect.

(3) Program change. If a student changes programs, the requirements in the catalog of record at the time of the change of program are in effect.

(4) The program requirements for a student in a selective admissions program are those in effect for the term of admittance to the program.

(5) The department chair, assistant chair, or manager of the program is the designated authority to permit a change in catalog of record for the completion of degree or certificate requirements in a previous catalog. In lieu of department chair, assistant chair, or manager of the program, the dean of the school is the designated authority.

(6) Please refer to the policies and procedures of Program of Study 3358:11-2-58 and Dual Degrees and/or Majors 3358:11-2-52.

Effective Date 11-27-2026