

UT Health Science Center:	
EM119 Catalog Year and Continuous Enrollment Policy	
Version 1	Publication Date: 05/27/2022

No./Title: EM119 – CATALOG YEAR AND CONTINUOUS ENROLLMENT	Resp. Office: REGISTRAR Approval Body: CASA	Effective Date: 07/01/2017
Category: Students	Last Review: 05/05/2020	Next Review: 05/05/2023
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Related Policies:	Academic Standing Policy Attendance Policy Reinstatement Policy Withdrawal Policy	

POLICY

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

RATIONALE AND EXPLANATION

Catalog Year

The Catalog of the University of Tennessee Health Science Center (UTHSC) is the official document summarizing all the offered educational programs throughout the University. It provides information related to each of the six colleges within UTHSC, summarizing their mission and organizational structure, degrees offered, academic calendars, admissions processes, policies and procedures governing each academic Program of Study, degree and graduation requirements, and course descriptions. The Catalog may be used for a maximum of seven years provided enrollment is not interrupted for two or more consecutive regular semesters not including summer sessions (when applicable).

Continuous Enrollment

To maintain Continuous Enrollment, students must register and remain enrolled for a minimum of 1 credit hour each semester (excluding the Summer, when applicable, unless stipulated otherwise by the Program or Department). The minimum enrollment for international students may be different and international students always need to confirm with International Affairs to determine what minimum enrollment they need to maintain in order to satisfy all enrollment requirements attached to their specific visa.

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Students who do not maintain Continuous Enrollment will lose their Enrollment Status of “Active Student”¹. A student who has lost his or her Enrollment Status of “Active Student” will not be allowed to continue in his/her Program of Study until reinstated or readmitted (see Withdrawal Policy and Academic Standing Policy for more details).

In the event of a break in Continuous Enrollment a student must be reinstated and will receive the Catalog Year in effect at the time of reinstatement.

¹ “Active Student” is a term used in Banner (Student Information System) to designate students who are registered during a term and eligible to return for subsequent terms.

PROCEDURE

Catalog Year is assigned to each student upon enrollment (first term of entry) to the University by the Office of Admissions.

Students are admitted to specific Programs of Study at UTHSC. Adding a Second Major, Minor, Concentration, or Certificate requires approval and/or specific admission by the Dean or designee. These changes may only be made before the start of a term. Therefore, after the term has begun (first day of University classes), any of these changes will be made effective for the next available term.

All Program of Study or Certificate changes must be declared at least one semester prior to the expected graduation term. Secondary Programs of Study or Certificates can be dropped at any time.

Students may petition their College to change their Catalog Year at any time. A change in Catalog Year may only be made before the start of a term. Therefore, after the term has begun (first day of classes), a change in Catalog Year will be made effective for the next available term. All Catalog Year changes must be declared at least one semester prior to the expected graduation term.

The Withdrawal Policy outlines breaks from Continuous Enrollment. As with any change to the General Student Record, a new effective term, expiration of the existing effective term, and the creation of a new General Student Record will be required. The most common example for changes of Catalog Year is Reinstatement to the University.

There should be no other university official making changes to the General Student Record other than the Registrar or designee. Any changes to a student’s Catalog Year must be accompanied by the appropriate documentation.

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APPROVAL HISTORY:

Effective: July 1, 2017, Committee on Academic and Student Affairs (CASA)

Reviewed: May 5, 2020, CASA