

# NOCE CATALOG RIGHTS

North Orange Continuing Education (NOCE) issues a new catalog each academic year beginning in the fall semester and, if needed, subsequent addendums for the spring semester, and summer term. The information published in the catalog or catalog addendums is in effect for the academic year beginning with the fall semester and concluding with the summer term.

The course requirements for a specific certificate program may change from one catalog to the next and, therefore, may change during the period of time that a student attends NOCE. Catalog rights established when a student first takes classes at NOCE protect the student from being held for additional program requirements that may be added to a later catalog.

## Maintaining Catalog Rights

Students maintain catalog rights by maintaining *continuous enrollment in one of the following courses at NOCE: Basic Skills, Career Technical Education, Disability Support Services, and English as a Second Language. Continuous enrollment is enrollment in any two of the previous four consecutive terms, including summer, resulting in an academic record of A, B, C, D, F, P (Pass), NP (No Pass), SP (Satisfactory Progress), or W (Withdrawal). Missing more than two consecutive terms will result in loss of catalog rights due to a break in continuous enrollment.*

Enrollment in the following term	No enrollment in the following terms:	Must enroll in the following term to maintain catalog rights
Fall	Spring & Summer	Fall
Spring	Summer & Fall	Spring
Summer	Fall & Spring	Summer

If continuous enrollment is broken, the student must adhere to the catalog requirements in effect at the time continuous enrollment is re-established and maintained.

The lab enrollment in WFPR 100 Career Skills and Resource Lab, or WFPR 101 Virtual Career Skills and Resource Lab, keyboarding exams, and required certifications (e.g. CPR card) cannot be used to maintain catalog rights. Course substitution nor course challenges do not maintain catalog rights.

This policy supersedes all previous catalog rights provisions and applies only to the programs at NOCE.

## Medical Leave of Absence

Students may file a Petition for Exception for a medical leave of absence when there is appropriate evidence the student was unable to attend classes for an extended period of time to maintain Catalog Rights, as stated in the Catalog Rights Policy published in the school catalog. Students should contact the Director of Admission and Records at (714) 992-9502 to file a petition within one year of leaving the last term they were in continuous enrollment. The petition will be reviewed and considered for approval based solely upon the following:

Documentation is required to show the student's inability to attend during the terms in which the student was not in attendance. Appropriate evidence should include, but not limited to, physician recommendations or other supporting documentation that is dated and on official organization letterhead.

A student who withdraws due to an approved Medical Leave of Absence will receive a NG (Not Graded) notation on their academic transcript for any classes that they were unable to complete due to medical leave. Any outstanding fees or tuition associated with the course will remain due and payable.

This review is on a case-by-case basis and extended medical leave should be noted on the petition if the student will miss more than two consecutive terms. A student has up to one year after leaving to petition for Medical Leave of Absence to preserve their catalog rights.

Eligibility applies only to the enrolled student.

## Excused Withdrawal

Students may request an academic Excused Withdrawal for circumstances that are reasonably beyond the control of the student, causing them to be unable to attend classes or complete the term. Circumstances include, but are not limited to, the following:

- 1) medical emergency, accident, serious illness, or non-elective surgery for self or member of the immediate family;
- 2) personal emergency or hardship situation such as assault or domestic violence, loss of job or job transfer, family or childcare dependency crisis, or death of an immediate family member;
- 3) active military duty. Students should contact the NOCE Records' Office at (714) 992-9500 to file a petition.

A student who is approved for an excused withdrawal will receive an EW (excused withdrawal) notation on their transcript for any classes that they were unable to complete, or a MW (military withdrawal) due to active military service. Any fees or tuition associated with the course will be refunded.

(Title 5, Section 55024)

## Military Leave of Absence

Students who are called to active duty may submit a Petition for Exception for a Military Leave of Absence to maintain their catalog rights. Students should contact at Director of Admission and Records in the Registrar's Office at (714) 992-9502 to file a petition.

A student who withdraws due to Military Leave of Absence service will receive a MW (military withdrawal) notation on their academic transcript for any classes that they were unable to complete due to service. Any fees or tuition associated with the course will be refunded.

Students will retain their catalog rights and enrollment status if they return within one year of release from military service. For the purposes of maintaining catalog rights and enrollment status, any release from military service, other than a dishonorable release, will be accepted. The student must contact the Director of Admission and Records in the Registrar's Office to provide appropriate documentation upon return from service.

(Section 824 of the Military and Veterans Code)