

Changing Catalog Years

Fall 2017

Students are placed on the catalog year (i.e., program of study) in effect at the time of their entry to the University. All general education, majors, minors, and certificates must be in the same catalog. (See *Split Catalog Rule** below for the one time this is not true.) **The student's catalog year does NOT change when the student declares or changes the major.** It also does not necessarily change if the student returns to the University after a period of time out. The only times catalog year MUST be changed are:

1. the catalog the student was following has expired. (Catalogs are good for 10 years.)
2. the student adds another major/minor/certificate that did not exist at the time of their current catalog, so in this case they must move all programs to the newer catalog.

However, students often opt to change their catalog year to follow a newer program of study for a variety of reasons. Many times this is discussed with their departmental advisor, but sometimes the Dean's Office is not officially notified of the change. Students are responsible for meeting the requirements for the catalog of record. You can determine what a student's official catalog year is by reviewing the black block bars in DegreeWorks. Whatever catalog is listed there is the catalog of record.

Students must officially request to change their catalog year by completing the Change of Program Form, which may be found on the college deans' office websites or in the advising centers.

Students need to review ALL majors, minors, certificates, and general education requirements for the newer catalog year to determine if any requirements are significantly different from those requirements the student has been working towards completing. Some questions to answer include:

- ◆ Will time to graduation be significantly extended?
- ◆ Are there many classes already taken that will now not be used to meet requirements?
- ◆ Will extra coursework cause the student to go above the 140 attempted hour threshold for surcharge?

Many times it will be better for the student if the department makes a substitution rather than having the student change a catalog year.

**Split Catalog Rule, which would need to be indicated on the form as well. The Split Catalog Option allows students who were already following Core Curriculum (prior to fall 2009) to move their catalog year forward for majors or minors but still follow the core curriculum rather than move to the new general education. This must be approved by the dean's office. Split catalog option expires at the end of summer 2018. All students with a split catalog must graduate by then or move to a newer general education program.*

<http://www.cas.appstate.edu/students/undergraduate-academic-services>

What constitutes full-time enrollment?



Fall/spring semesters: For undergraduate students a full-time course load is at least 12 semester hours but no more than 18 semester hours.

Summer terms: For undergraduate students a full-time summer term is at least 6 semester hours but no more than 7 semester hours in one summer term. (Two summer terms are offered each summer.)

While 12 hours is considered full-time, students should be aware that in order to reach 122 hours in 8 semesters (4 years of regular fall/spring attendance), they should average 15.25 hours per semester!