

Academic Catalog Year Policy

East Central University

Last Reviewed 10-23-23

Purpose: The following language is intended to answer questions concerning which catalog year (i.e., degree requirements) a student will be held accountable to when applying for graduation (undergraduate (UG) and graduate (GR) levels) at East Central University (ECU).

What is continuous enrollment? (UG & GR)

A student is considered continuously enrolled if a transcribed grade (e.g., A, B, C, D, F, W, AW, I, P, NP) exists for at least one credit hour, semester to semester, excluding summer, without a break of more than one calendar year.

When is catalog year assigned? (UG & GR)

A student's catalog year is initially assigned upon first enrolling at ECU. The statements below outline circumstances under which a student's catalog year is subject to change.

How will concurrent enrollment during high school impact catalog year? (UG Only)

Students attending ECU under a concurrent enrollment program prior to graduating high school, will have their catalog year updated to the current year if later admitted as a post-high school undergraduate. The change to catalog year will take place in the Admissions Office during the readmit process.

Can the catalog year for my general education requirements be changed? (UG Only)

The catalog year for general education requirements will always match the catalog year for your primary major. For students with more than one major course of study, the primary major will be the one the student has been pursuing for the longest period of time. It is not possible for a student to change the catalog year for general education requirements only. Such a change will always impact the catalog year for the primary major.

I am only pursuing one major. If I change that major, will my catalog year change as well? (UG & GR)

Continuously enrolled students who change their major, and who are only pursuing one major, will not have their catalog year changed unless they request to have the catalog year moved forward to a more recent catalog, or if the catalog year assigned to the previous major is not available for the new major. Importantly, changing the catalog year for the primary major will also impact general education requirements.

If I declare a second major, which catalog year will I be assigned? (UG & GR)

Continuously enrolled students who declare a secondary major will retain the same catalog year as currently assigned to the primary major – unless that student specifically requests a more recent catalog year for the secondary major, or if the catalog year assigned to the primary major is not available for the secondary major. Primary and secondary major programs of study are not required to follow the same catalog year.

How are catalog years assigned for a minor program? (UG only)

The assigned catalog year for a minor is not required to match the catalog year for any major program of study. When a minor is declared, the most up-to-date catalog year available at that time will be assigned to the minor.

Other institutional graduation requirements outside general education, major and minor (UG & GR)

The requirements will match the catalog year assigned to the primary major.

If I fall out of continuous enrollment, for how long may I keep my assigned catalog year?

Completed General Education Before Leaving ECU: If all general education requirements were fulfilled prior to the student falling out of continuous enrollment, then for a period of 3 years the student may *REQUEST* to return and finish his/her degree according to the catalog years assigned to all declared programs (majors and minors) when last attending. The request should take place *AFTER* being readmitted to ECU, and may be submitted via a paper form obtained from the Records office. The request must be submitted within six months of being readmitted.

Incomplete General Education Before Leaving ECU: If all general education requirements were not fulfilled prior to the student falling out of continuous enrollment, then after one calendar year all assigned catalog years will be reset to the most recent year. Students who were granted a Leave of Absence (LOA) prior to falling out of continuous enrollment may be allowed more time before having their catalog year reset – this will be subject to the terms of the LOA granted to the student. If the LOA permits additional time before resetting the catalog year, then *AFTER* being readmitted to ECU, the student must *REQUEST* to have his/her catalog year

changed to what it was prior to falling out of continuous enrollment. The request may be submitted via a paper form obtained from the Records Office. The request must be submitted within six months of being readmitted.

Students with an Approved Graduation Application on File: If before falling out of continuous enrollment a student applied for graduation and had his/her application approved by the Records Office, then that student may REQUEST to return to ECU and complete the degree – *according to the terms of the existing graduation application* – for a period not to exceed 3 years. The request will be submitted via a paper form obtained from the Records Office. The request must be submitted within six months of being readmitted. This applies to all graduation requirements including general education, major, minor and any other institutional requirements, but is subject to the relevant programs and required courses still being available at ECU. After 3 years the application will no longer be valid. For students who return after 3 years, all current catalog year requirements at that time will apply toward graduation.

What if changes to program requirements are implemented while I am continuously enrolled at ECU?

If curriculum changes take place for the general education program, major program and/or minor program, students enrolled at the time will retain their assigned catalog year – unless a request is made to move to the new catalog year requirements. All policies outlined above will still apply.

Licensure Programs, OSRHE Policies and Catalog Year

For degree programs leading to licensure, the application of catalog year stated herein will apply except when current licensure requirements require otherwise. Academic policies are often guided by the requirements of professional licensing agencies. For students who fall out of continuous enrollment, the application of catalog year could also be impacted by policies governed by the Oklahoma State Regents for Higher Education (OSRHE) current at the time of readmission to ECU.

How do I update my degree requirements to the more recent catalog year?

Students must complete the form *titled Request to Move Catalog Year Forward*, which can be obtained either directly from the Records Office or from the office's web page. Importantly, this is different from the *Degree Change* form, which is used to change a student's major or declare a secondary major/minor. If after declaring a major or minor the student wishes to move the catalog year forward, *the Request to Move Catalog Year Forward* form must be completed.