Catalog Term Rules for Curriculum Changes:

This document contains several examples for common transactions, but the list of examples is not exhaustive.

Catalog Term Obsolescence:

At the time of graduation, all students, including transfer students, must use a catalog that is not more than ten years old. A student may petition to the Head Advisor of their College for any extension of a catalog greater than ten years from their expected graduation term.

Catalog Term in the Curriculum Record:

The Catalog Term of the Curriculum record governs the catalog year used to evaluate baccalaureate core and university degree requirements in MyDegrees. The term here should reflect the term of the student's admission & matriculation at a particular student level or their term of readmission at a particular student level. For Degree Partnership Program students, the first term the student is admitted to OSU will be the matriculation date and will determine the catalog year for institutional and baccalaureate core requirements.

Example	Catalog Term
Matriculation with no breaks in enrollment: The catalog term in the curriculum record for a student that matriculates into their undergraduate program in **201701**, and has <u>no breaks</u> in enrollment of 4 terms or more.	The catalog term in the curriculum record should remain **201701**. This is the catalog term which their baccalaureate core and university degree requirements should be evaluated under at the time of degree clearance.
Break in enrollment with readmission: The catalog term in the curriculum record for a student that matriculates into their undergraduate program in **201701**, but has <u>a break </u>in enrollment of 4 terms (not including Summer) or more (which requires readmission).	The catalog term in the curriculum record is changed to the term of readmission. If they return to the university in **201803** their <u>curriculum catalog term & field of study catalog term </u>become **201803**. The readmission catalog term is what their baccalaureate core, university degree requirements, and major/minor/option requirements will be evaluated under at the time of degree clearance.

Field of Study Catalog Term:

The Catalog term of the Field of Study determines the catalog year that will be used to evaluate the requirements for the associated field of study (major/minor/option etc.). The student's catalog year for college/major/option/minor requirements is based on the date of declaration of the major/option/minor. A student's major and option(s) must be in the same catalog year. If an option(s) is declared in an academic year subsequent to the catalog year associated with the major, the option(s) will be aligned with the catalog year of the major. If the option(s) did not exist in the catalog year of the major, the major will roll forward to the catalog year of the option(s). A second major and option(s) may be declared by the student for a catalog year which differs from the first major and option(s). Additionally, while the student's first major/option must be in the same catalog year, any additional declarations of majors/options/minors will be determined by the declaration dates (and corresponding catalog year) established by the change of academic program process.

Catalog Declaration:

A student in consultation with their advisor can choose to move their field of study catalog year forward. This is accomplished by submitting a signed Catalog Declaration form with the appropriate catalog term designation. Catalog terms can be moved forward but <u>not backward</u> in time (with the exception of moving an option back to synchronize it with the major).

Example	Catalog Term
Initial Major Declaration: A student matriculates to the university in **201701** therefore their curriculum catalog term is **201701**. In **201801,** the student declares a new major.	The curriculum catalog term remains their term of matriculation (**201701**), but the field of study major catalog would be set to **201801**.
Option Declaration: A student matriculates to the university in **201701**. In **201801,** the student declares a new major. In **201802,** the student declares an option to accompany their major.	The curriculum catalog term remains their term of matriculation (**201701**), the major catalog term remains the term of declaration (**201801**), and the option catalog term is set to match the major (**201801**). The declaration of the option requires that their major and option catalogs be the same. The major catalog term determines the option catalog term unless the option did not exist at the time of the major declaration.
Declaration of a newly created Option: A student matriculates to the university in **201701**. In **201801,** the student declares a new major. In **201802,** the student declares an option that didn't exist when the major was declared in **201801**.	The curriculum catalog term remains their term of matriculation (**201701**) and the major & option catalog terms both become **201802**. Since the option did not exist at the time the major was declared it cannot be set to the catalog term of the major. The major catalog must be moved forward to match the catalog term in which the option is declared.
Minor Declaration: A student matriculates to the university in **201701**. In **201801,** the student declares a new major; at which time their major catalog becomes **201801**. In **201803,** this student declares a minor.	The curriculum catalog term remains their term of matriculation (**201701**), the major catalog is **201801**, and the minor catalog is **201803**. The minor catalog term stands alone and is determined by when it is declared.
Additional Options: A student matriculates to the university in **201701**. In **201801,** the student declares a new major. In **201802,** the student declares an option to accompany their major. In **201803,** the student declares an additional option.	The curriculum catalog is **201701**, the major & option catalog is **201801** (based on the major declaration), and the subsequent option catalog is **201803**. The major catalog term determines the option catalog term unless the option did not exist at the time of the major declaration. The catalog terms of subsequent options are determined by when they are declared.
Multiple Degrees: A student matriculates to the university in **201701**. In **201801,** the student declares a new major. In **201803,** the student declares that they will be seeking a second degree and major.	The curriculum catalog term remains their term of matriculation (**201701**) and the major catalog is **201801**. The curriculum catalog term and major catalog of the second degree & major will both be set to the term of declaration (**201803** in this example).