Request to Move Catalog Year Forward

What does this form do?
Students who wish to have their catalog year moved forward (e.g., changing the catalog year from 2022-2023 to 2023-2024) should complete this form.

Why is my catalog year important?
The catalog year references the degree requirements a student must complete to graduate. Graduation requirements differ by catalog year. A student may, at any time, request for his/her catalog year to be moved forward.

How do I know how my graduation requirements differ by catalog year?
Students must consult the academic catalogs and discuss their requirements with an assigned academic advisor. The Records Office does not provide advising information and only completes degree audits (i.e., how close is a student to graduating) for students who are eligible to formally apply for graduation.

Where can I find the full academic policy pertaining to catalog year?
This information can be found within the academic catalog and also on the Records Office web page.

> **Important Note:** This form is only valid for majors, minors and/or certificates that a student has already declared - i.e., that are already notated in your student record. Students can view their current programs of study in Colleague Student Self-Service. If you would like to declare a new major, minor and/or certificate, please **STOP NOW**, and complete the electronic Degree Change form in Etrieve. After your new program is declared, then you may complete this form to move your catalog year forward.

Student Name (First/Last):

Student ID:

Enrollment Level: Undergraduate   OR   Graduate

You are requesting to have your catalog year moved forward for which of the following:
Select all that apply. You may complete more than one form if you have multiple majors, minors or certificates.

A single catalog year is properly written as two years (e.g., 2023-2024). The first year represents the calendar year when the fall semester took place. The second year denotes the calendar year for the spring semester. It is recommended that you write-in your desired catalog year as properly including both years. However, if you only write-in one year we will interpret that as the first value. In other words, if you only write in 2023, we will interpret your request as the 2023-2024 catalog year.

Major Program: Desired Catalog Year:

Minor Program: Desired Catalog Year:

Certificate Program: Desired Catalog Year:

By signing below you attest that you are familiar with relevant catalog year policies and that you are aware of how this change will impact your graduation application requirements. **You understand this request is final**, and that your catalog year cannot be reverted back to the previous year at a later date. If this form is completed online and emailed to the Records Office (registrar@ecok.edu), a typed signature below will serve as your electronic signature. This form will only be accepted by email if sent from an ECU email address. Your academic advisor's signature is REQUIRED to submit this form.

Student Signature: Date:

Advisor Signature: Date: