Readmit Student Request to Maintain Prior Catalog Year

What does this form do?
This form allows a student, under very specific conditions, to maintain their prior catalog year after readmissions to ECU.

Why is my catalog year important?
The catalog year references the degree requirements a student must complete to graduate. Requirements differ by catalog year.

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.

This form is only valid for the following scenarios. Please review them and select the appropriate one before submitting the form. If none of the following scenarios apply to you, STOP NOW, do not complete the form. Consult your academic advisor for assistance.

I completed all my general education requirements 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.

I did not complete my general education requirements before leaving ECU, but I was granted a Leave of Absence (LoA).

*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.*

My graduation application was approved prior to leaving ECU.

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.

Student Name (First/Last):

Student ID Number:

Last Term Attended at ECU (e.g., Fall 2021):

Term Readmitted to ECU (e.g., Fall 2023):

By signing below you attest that you are familiar with relevant catalog year policies and that you are aware of how this request will impact your graduation requirements. If this form is completed online and emailed to the Records Office (registrar@ecok.edu), a typed signature below will serve as the student's electronic signature. This form will only be accepted by email if sent from an ECU email address. Your academic advisor's signature is NOT REQUIRED to submit this form. When your request is processed, you will receive an email from the registrar with the outcome. Please allow 3-5 business days for processing.

Student Signature: Date: