

Request to Change or Extend Catalog Term / Year

Type or Print Information

Name: _____ WKU ID: _____
Last Name First Name M.I.

Major: _____
Ref. Number Major Title

Note: The student's initial term of entry is identified as the student's "catalog term." Refer to the "Academic Information" section of the current Undergraduate Catalog to review the Catalog Term / Year Policy.

All Degree Requirements will be completed by: _____

Change Catalog Term/Year Request	Extend Expired Catalog Term/Year
<p>Instructions: Catalog Term / Year is based on the first term of enrollment as a degree-seeking student. Enter your current catalog term / year on the appropriate line. Then, enter the catalog term to which you want to change. Changes must be made to a more recent term. Changing a catalog term affects major, minor, concentration, and certificate requirements. Therefore, you should consult with an advisor before making a change.</p>	<p>Instructions: Students may follow the program requirements for a Catalog Term / Year for seven years. Students with an expired catalog term must contact their department head and dean's office to request a catalog term/year extension. The department head and dean's office will determine the length of the extension. Students with an expired catalog term or who have exhausted the time limit for the extension will have a hold placed on their registration. Students eligible for an extension should have a catalog term of Fall 2005 or later, since the policy was generated to coincide with automated degree audit. Students with an expired degree program on file should consult with their advisor and Dean's Office to determine if an extension is feasible.</p>
Student's Current Catalog Term / Year: _____	Student's Current Catalog Term / Year: _____
Requested Catalog Term / Year: _____	Extend Catalog Term / Year Until: _____

All signatures are required.

Student's Signature Date

Department Head's Signature Date

Dean's Signature Date

Dean's office submit completed form to the iCAP office in the Office of the Registrar, Potter Hall 216.

For Office of the Registrar use only

Processed By: _____

Processed Date: _____

Processor's Notes:

Updated September 2021