

# 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><b>Instructions:</b>                      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 general education requirements. Therefore, you should consult with an advisor before making a change.</p> <p><b>Student's Current Catalog Term / Year:</b> _____</p> <p><b>Requested Catalog Term / Year:</b> _____</p> <p><b>To make a change to the general education program, please complete the box below.</b></p>	<p><b>Instructions:</b>                      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> <p><b>Student's Current Catalog Term / Year:</b> _____</p> <p><b>Extend Catalog Term / Year Until:</b> _____</p>

**University Colonnade / General Education Requirements**  
*In consultation with the student, advisors may select which general education programs a returning student should follow to complete degree requirements in a timely manner.*

**Select one option:**

**Maintain "old" general education requirements.** (Returning students who began their studies at WKU under the old General Education program will be allowed to finish their degree under the old General Education program).

**Follow Colonnade Program.** (Available for all undergraduate students.)

**Approvals**  
*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: \_\_\_\_\_