**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 1 (Matriculation with no breaks in enrollment)**: The catalog term in the curriculum field for a student that matriculates into their undergraduate program in 201001, and has no breaks in enrollment of 4 terms or more (which would require readmission), should remain 201001. This is the catalog term which their baccalaureate core and university degree requirements should be evaluated under at the time of degree clearance.
* **Example 2 (Break in enrollment with Readmission)**: The catalog term in the curriculum field for a student that matriculates into their undergraduate program in 201001, but has a break in enrollment of 4 terms (not including Summer) or more (which requires readmission) is changed to the term of readmission. If they return to the university in 201103 their curriculum catalog & field of study catalogs become 201103. 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 designator in the Field of Study tab determines the catalog year that will be used to evaluate the requirements for the associated field of study (major/minor/option etc.). These items can carry different catalog terms from one another and from the curriculum catalog term. Generally, the field of study catalog is determined by the term in which that particular field of study was officially declared by the student and entered in Banner. However, if the student is pursuing a major and option, the major and the 1st option associated with that major must have the same catalog. The catalog of the linked major and option is set by when the major was declared. However, if the option being declared did not exist at the time of the major declaration then the major catalog must be moved forward to the term when the new option was declared. Subsequent majors/minors/options will be assigned a catalog based on the term they were declared.

Also, 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 not backward in time (with the exception of moving the first option back to synchronize it with the major).

* **Example 1 (Initial Major declaration)**: A student matriculates to the university in 201001 therefore their curriculum catalog term is 201001. In 201101 the student declares a new major. At that time the curriculum catalog term remains their term of matriculation (201001), but the field of study major catalog would be set to 201101.
* **Example 2 (Option Declaration)**: A student matriculates to the university in 201001. In 201101 the student declares a new major. At that time the curriculum catalog term remains their term of matriculation (201001), but the field of study major catalog would be set to 201101. However, in 201102 the student declares an option to accompany their major. The declaration of the option requires that their major and option catalogs be the same. The curriculum catalog term remains their term of matriculation (201001), the major catalog remains the term of declaration (201101), and the option catalog is set to match the major (201101). The major catalog determines the option catalog unless the option did not exist at the time of the major declaration.
* **Example 3 (Declaration of a newly created Option):** A student matriculates to the university in 201001. In 201101 the student declares a new major. At that time the curriculum catalog term remains their term of matriculation (201001), but the field of study major catalog would be set to 201101. However, in 201103 the student declares an option that didn’t exist when the major was declared in 201101. 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 term in which the option is declared. The curriculum catalog term remains their term of matriculation (201001) and the major & option catalog both become 201103.
* **Example 4 (Minor Declaration)**: A student matriculates to the university in 201001. In 201101 the student declares a new major; at which time their major catalog becomes 201101. In 201103 this student declares a minor. The minor catalog stands alone and is determined by when it is declared. So in this example, the curriculum catalog is 201001, the major catalog is 201101, and the minor catalog is 201103.
* **Example 5 (Additional Options)**: A student matriculates to the university in 201001. In 201101 the student declares a new major; at which time their major catalog becomes 201101. In 201102 the student declares an option to accompany their major, and the major and option are assigned catalog 201101 (based on the major declaration). Now, in 201103 this student declares an additional option. The catalogs of subsequent options are determined by when they are declared. So in this example, the curriculum catalog is 201001, the major & option catalog is 201101, and the subsequent option catalog is 201103.
* **Example 6 (Multiple Degrees)**: A student matriculates to the university in 201001 therefore their curriculum catalog term is 201001. In 201101 the student declares a new major. At that time the curriculum catalog term remains their term of matriculation (201001), but the field of study major catalog would be set to 201101. In 201103 the student declares that they will be seeking a second degree and major. The curriculum catalog term and major catalog of the second degree & major will both be set to the term of declaration (201103 in this example).