



---

## Policy AC051: Catalog Term

Recommended for Approval by:

A blue ink signature of Dr. Scott E. Miller.

---

Dr. Scott E. Miller, VP for Academic Affairs and Provost,  
Pennsylvania Western University

Approved by:

A blue ink signature of Dr. Dale-Elizabeth Pehrsson.

---

Dr. Dale-Elizabeth Pehrsson, President,  
Pennsylvania Western University

**Effective Date:** 07/01/2022

---

### A. Intent

To outline how students can change their catalog term and the impact on student graduation.

### B. Definition(s)

Catalog Term: The Fall semester that determines which university catalog defines the academic program requirements in effect for the student.

### C. Policy

As the academic catalog is a Fall-to-Fall document, students who are admitted for Winter, Spring or the subsequent Summer terms are considered part of the previous Fall catalog for program degree audit purposes.

A student may change catalog terms in one of two ways. If the student changes their major, they will be subject to the catalog term and program requirements in effect at the beginning of the next regular semester after the major change is processed. A student may also change catalog terms if they wish to change to a more recent version of their current program. In this case, the student will complete a Catalog Term Change Form, which will update their program completion requirements to those in effect in the next regular semester. If the student wishes to change their catalog term effective with the current semester, it must be processed prior to the Financial Aid Disbursement date during that semester.

The student can only move forward in catalog terms, and requests to move to an older catalog term will not be honored.

Students who are absent two or more regular semesters in their program must be re-admitted and moved to the most current catalog term.

Changing of catalog term may dramatically change the graduation requirements for the student.

**D. Procedure(s)**

1. In cases where the student wishes to change to a more recent version of their current academic program, the student will complete the Catalog Term Change Form indicating this request, and submit it to the Office of the Registrar.
2. The Office of the Registrar will update the student's record to reflect the new catalog term and program completion requirements.

**E. Related policies**

Change of Major Policy (AC038)

Graduation Requirements Policy (AC028)

Readmission Policy (AC049)

**F. Contact Information**

For additional information, please contact the Office of the Registrar.

**G. Policy Review Schedule**

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.