



EAST TENNESSEE STATE
UNIVERSITY

Undergraduate Catalog Policy

Policy Name: Catalog Policy

Policy Purpose

This policy specifies the rules governing the use, assignment, duration, and modification of an undergraduate student's Catalog of Record.

Applicability

This policy applies to all undergraduate students at ETSU.

Responsible Official, Office, and Interpretation

The Registrar is responsible for the review and revision of this policy. For questions about this policy, please contact the Office of the Registrar. The Provost, in consultation with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

Catalog

The university's official record of academic programs, courses, degree and graduation requirements, and academic policies.

Catalog of Record

The specific edition of the Catalog assigned at the time of the student's first enrollment (or as otherwise approved through an authorized change) that governs a student's academic programs, courses, degree and graduation requirements. For example, a student who starts the university in Fall 2028 will have the academic year 2028-2029 as their Catalog of Record

Catalog Extension

An approved authorization allowing a student to complete degree requirements pursuant to their original Catalog of Record beyond the standard catalog validity period.

Policy Effective Date: **Insert** • Policy Revised: **Insert**
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Catalog Validity Period

Degree requirements for programs of study initiated under a Catalog of Record remain in effect for six (6) years from the beginning of the academic year to which it is applied.

Readmitted Students

Students who applied for readmission after completing one or more regular terms at ETSU and then subsequently miss a regular term .

Regular Term

Fall or Spring semester

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The Office of the Registrar assigns each undergraduate student a Catalog of Record.

1. Catalog of Record Assignment.

Degree and certificate requirements for all undergraduate programs of study are listed in the Undergraduate Catalog. Graduation requirements for a student are defined in the applicable Catalog of Record. A student cannot use a combination of catalogs for graduation purposes.

1.1. Students with a Bachelor's Degree.

For students who have completed a prior degree at ETSU and return for a second or subsequent undergraduate degree, their Catalog of Record is the Catalog in effect at the time of their entrance into the second or subsequent program of study.

1.2. High School Students.

High school students enrolled in East Tennessee State University courses are not assigned a Catalog of Record until they become degree-seeking students.

1.3. Readmitted Students.

Readmitted Students to the university are assigned the current Catalog in effect at the time of readmission unless an approved change is granted.

1.4. Transfer Students.

Transfer students may request a no-obligation change to their Catalog in effect at the time of their first entrance into an accredited institution of higher education. This request is submitted by the student's academic advisor to the Graduation Office in the Office of the Registrar.

Students must follow all program and degree requirements listed in the Catalog of Record.

2. Advisement.

Students have a responsibility to consult with their academic advisor(s) regarding Catalog selection and any changes necessary to ensure accurate progress toward graduation. Students should regularly check DegreeWorks in Goldlink to review their progress toward completing all Catalog requirements. Students should review the [Undergraduate Degree and Graduation Requirements Policy](#).

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3. Catalog Extension.

If a student does not graduate within the Catalog Validity Period of the Catalog of Record, the student must either change to a Catalog that falls within the six-year time frame or obtain a Catalog Extension. Students must use the [Catalog Extension Request Form \(link in testing\)](#) to request a Catalog Extension beyond Catalog Validity Period and must obtain approval from the dean of the college of the major. The Office of the Registrar shall maintain a record of all granted extensions.

3.1. Military Service Extension.

The Catalog Validity period limitation shall be extended for students whose enrollment is interrupted by military service. To qualify for this exemption, enrollment must resume within one calendar year of release from military orders, or discharge from service. Veterans requesting this extension must have separated with an Honorable Discharge, or a General Discharge Under Honorable Conditions. Catalog Extensions for military service must be approved by the dean (or designee) of the college in which the student's major is housed. Students must use the [Catalog Extension Request Form \(link in testing\)](#) to request a catalog extension beyond the six-year catalog validity period and must obtain approval from the dean of the college of the major. The Office of the Registrar shall maintain a record of all granted extensions.

4. Catalog of Record Change.

Students can change from the Catalog of Record assigned at first enrollment. Students cannot change to a Catalog that has not yet been published. Students seeking to change their catalog year should consult with their academic advisor. Academic Advisors must submit an Undergraduate Catalog Year Change Request to the Office of the Registrar on behalf of students seeking to change their Catalog of Record. The deadline for submission is listed on the [Academic Dates Calendar](#) as "Last Day to Submit a Curriculum Change for the Current Term." Changes made after the deadline will go into effect in the next available Regular Term, but can be seen immediately in the degree audit system. A student's financial aid eligibility or award may be impacted by a change in the Catalog or Catalog Extension. In addition, a change after the deadline can impact students' financial aid. Students are responsible for contacting the financial aid office to determine the impact.

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5. Catalog Revisions.

Course offerings, curricula, and academic requirements are subject to ongoing review and revision by the university. The Catalog reflects requirements in effect at the time of publication but does not guarantee that offerings or requirements will remain unchanged. Any changes made to a published Catalog will be included on the “notification of changes page” within the Catalog.

6. Non-contractual Nature.

The Catalog does not constitute a contract between the student and the university. The university reserves the right to make changes in course offerings, curricula, academic policies, and other rules and regulations affecting students. Enrollment at East Tennessee State University is subject to these conditions.

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Procedures

N/A

Applicable Forms and Websites

[Catalog Year Change Request](#) | [Dynamic Forms](#)

[Catalog Extension Request Form \(being tested\)](#)

Authority and Revisions

Authority: Insert

Previous Policy: N/A

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.

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