



## **Degree Evaluations & Catalog Term**

### **Catalog Term (also referred to as Entry Term)**

Catalog term is the key used during academic advising and degree evaluation to compare a student's academic records to the appropriate set of graduation requirements as defined in the college catalog.

For example, a new student who began in the Management Program in fall 2007 has a catalog term of fall 2007 and will follow the graduation requirements in the 2007-2008 college catalog.

### **Re-admission & Catalog Term**

Capital students who stop attending have a 2 year period, from the last semester enrolled, to return without requiring re-admission to the college. During this 2 year window, a student's catalog term does not change.

Capital students who return after a break of 2 or more years must be re-admitted by the Admissions Office before becoming eligible to register. The re-admission process updates the student's catalog term to equal the re-admission term. Re-admission may modify the graduation requirements for the student if there have been curriculum changes during the student's period of non-attendance.

### **Major Changes & Catalog Term**

A student's catalog term will be updated when they initiate a major change. The new catalog term will equal the term in which the change of major was processed. For example, a student began in the Management Program in fall 2007 but changed his major in fall 2008 to Computer Information Systems. The student's new catalog term is updated to fall 2008 at the time of their major change and he must now follow the graduation requirements in the 2008-2009 catalog.

Students who apply for graduation but have never formally declared their major in that program will be defaulted into the current catalog term. It is critical that Counselors and Academic Advisors verify that their students have properly declared their desired program of study.