


**Tips for Faculty Advisors**  
**Regarding the LEP Revision and Requests for Catalog Changes**

- **Does a current student need to change their catalog term to Fall 2023 to take advantage of the changes in the LEP?**  
**YES.** Students are held to the requirements of their program (LEP, Major, Cognates) as defined by the catalog term and shown within their Degree Evaluation. Thus, a student will need to change catalog term to Fall 2023 if they want to use the revised LEP. They will then need to meet all the requirements (LEP, Major, Cognates) of the Fall 2023 catalog term as noted in their degree Evaluation.
- **Can a student select the LEP requirements for Fall 2023, but their program requirements for their current catalog term.**  
**NO.** Student cannot pick and choose aspects of their programs from different catalog terms.
- **How does a student request a change of Catalog Term to Fall 2023?**  
Students must request a change in their catalog term to Fall 2023 via email to their chairperson. The chairperson then submits the request via a workflow.
- **Can a student change catalog term now and reverse the decision later?**  
**NO.** The process only allows students to move to a newer catalog term. Once a student has completed a catalog term request the older catalog terms are no longer available to them. It is very important that students fully consider their options before making a catalog term change request.
- **Should all students change their catalog term?**  
**NO.** There will be many students for whom a change in catalog term to Fall 2023 is either un-necessary or may even set them back in terms of time to degree. The decision to change catalog term to Fall 2023 depends on many variables, such as: how much of the LEP is already completed, their major, their total remaining credits, etc. Each student's situation will be different, and the best way for students to make the decision is to do a What-If Analysis in their Degree Evaluation to determine how the change impacts them.
- **What is the best way to help a student decide if they should change their catalog term to Fall 2023 to take advantage of changes to the LEP?**  
Students can use [Should I Change my Catalog Term? JotForm](#) as a starting place in their decision-making process. If the jot-form advises them that they might consider a change of catalog term, then then student should use a What-If Analysis to compare how a program change will impact them, looking at the impact of the change on both their LEP course requirements and on their major/cognate course requirements. We advise students to download a copy of their current Degree Evaluation and a version from the What-If Analysis to compare. We recommend you make a PDF of your current Degree Evaluation and of the What-If Analysis Degree Evaluation to compare. Save a version of your current DE for future reference. You can make a PDF via the PRINT option in the top right of the DE.  
 . Remember that a student needs to look at their entire program - the LEP, your major, cognates, free electives and excess credits.
- **Are there students who should NOT consider changing their catalog term?**  
**YES.** There are groups of students for whom we can say with some certainty that a change of catalog term would not be advised. We encourage you to use the JotForm with students as they make decisions. A few types of students who should not change their catalog term?
  - Students whose LEP (T1, T2, T3) is in-progress or complete should not change their catalog term.
  - Students whose LEP Tier 1 and 2 are complete or in-progress, and their Tier 3 is restricted in their major should not change their catalog term.
  - Students whose major/program has gone through changes since their catalog term that would negatively impact them. This, of course, will depend on the nature of the changes in the major/program changes, how many courses

the student has already taken in the major, and if there are possibilities of the chair doing substitutions/exceptions for the student.

- There are many other students for whom a change of catalog term will not be beneficial or advised. These students should use a What-If Analysis to compare how a program change will impact them, looking at the impact of the change on both their LEP course requirements and on their major/cognate course requirements.

- **Which students MIGHT benefit from a catalog Term change?**

Each student's situation is unique. We encourage them to use the JotForm, and then do a What-If Analysis and compare (see how to link above). Here are some tips for you:

**Foundations (Tier 1)** - Students whose Foundations (Tier 1) is not yet complete may benefit from a catalog term change. Look for the following:

- Critical Thinking – In the new LEP, this is no longer a stand-alone requirement. If the student has not yet met this requirement, they may want to consider the change.
- Multilingual Communication Requirement – this requirement in the Fall 2023 catalog will be a language course at the 101 level. If the student has not yet met this requirement and has a placement at the 101 level or lower, they may want to consider the change. Note, they can continue their language study at the 200 level, which will be in Explorations (old Tier 2).

**Explorations (Tier 2)** - Students whose Explorations (Tier 2) is not yet complete may benefit from a catalog change but need to carefully look for the following at what the change does to the courses they have already taken. Look for the following:

- Natural World Categories – the revised LEP requires at least ONE 4-credit science class. If a student already took two 3-credit courses in NW I and II, they need to think about the implications of a catalog term change, as it may result in them needing to take an additional 4-credit science course.
- Creative Drive – the revised LEP requires that students take a course from the Creative Drive category (where in the current LEP it was an option). If a student has all or most of Tier 2 done, but did NOT take a Creative Drive, they need to think about the implications of a catalog term change, as it may result in needing to take a Creative Drive course.
- Also look for:
  - If any of the courses previously in the LEP end up in Electives or Excess credits, this may be an indication that the change will not benefit students.
  - If there more categories required in Explorations in the fall 2023 what-if, this may be an indication that the change will not benefit students.

**Capstone (Tier 3)** - Students whose Capstone (Tier 3) is not yet complete should look-out for the following when deciding if the change is good for them:

- If there is a major course recommended in Capstone (Tier 3), then there is no reason to change catalog terms for this requirement only, as that course will be required in the major in the fall 2023 catalog term.
- If there is no major course recommended in Capstone (Tier 3), the student may want to change, but needs to look at the ways this impacts Foundations (Tier 1) and Explorations (Tier 2) requirements.

- **What to do if a student didn't change my catalog term, but the Degree Evaluation looks a bit different.**

In order to make the changes for the new LEP for Fall 2023 catalog term we had to make some changes within the system. The consequences of some of those changes was to reformat current and older catalog terms. However, the set of courses that used to satisfy your degree requirements is still the same as it always was. If you believe a course was inadvertently moved into a different category or something is mistaken, you can reach out to [LEP@southernct.edu](mailto:LEP@southernct.edu) to look into the issue or provide a more detailed explanation of your specific scenario.