



Records and Registration
*Request for Change of University Catalog
for Degree or Certificate Requirements*

Requirements for Catalog Change

Continuing students may elect a subsequent catalog when a new major is selected or when a catalog reflects a revised curriculum. The university will make a reasonable effort to honor the statement of curricular requirements in the chosen issue of the catalog. However, because courses and programs are sometimes discontinued and requirements are changed as a result of actions by accrediting associations and other external agencies, the university, having sole discretion, shall make the final determination whether or not degree requirements are met.

Date of Request: _____ **Graduation Term:** Fall Spring Summer **Year:** _____

Name: _____ **SUSLA ID#:** _____
Last First Middle

Phone: _____ **SUSLA Skymail (Email):** _____ **@skymail.susla.edu**

Major: _____ **Degree:** AAS ___ AGS ___ AS ___ CTS ___ CAS ___ TD ___

Division: Allied Health and Nursing Arts, Humanities, Social Sciences and Education
 Business, Math, Science and Technology

I am requesting a change of catalog from the _____ (*academic year*) catalog to the _____ (*academic year*) catalog in order to meet program requirements for graduation. Prior to my break in enrollment, I had completed _____ hours toward graduation according to the _____ (*academic year*) catalog.

I have attached a copy of my academic transcript and degree plan that corresponds to the requested catalog.

My justification for this request is as follows:

Student's Signature: _____ **Date:** _____

Approve

Advisor's Signature: _____ **Date:** _____

Denied

Approve

Academic Dean's Signature: _____ **Date:** _____

Denied

NOTE: This form must be approved by the Vice Chancellor for Academic Affairs if the requested catalog is over five years old.

Approve

Vice Chancellor's Signature: _____ **Date:** _____

Denied

Registrar's Office Use Only
Date Processed:
Processed by: