



Registrar's Office
*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#** 9000
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:** _____

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

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

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

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

Registrar's Office Use Only

Date Processed:

Processed by: