



**REQUEST FOR CHANGE OF *COLLEGE CATALOG* FOR
DEGREE OR CERTIFICATE REQUIREMENTS**

Last Name First Middle Student Identification No.

Campus Division Major Degree/Certificate

NOTE: A Delgado student generally fulfills graduation requirements utilizing either the (1) **Entry *College Catalog***--the catalog in effect during the first semester of the student's latest unbroken enrollment period (fall and spring semester only); or (2) **Exit *College Catalog***--the catalog in effect during the semester in which the student completes graduation requirements. For a student who changes majors, the entry *College Catalog* becomes the catalog in effect the semester in which the student changed to the current major during the student's latest unbroken enrollment period. The student who changes majors has the option of utilizing the new entry *College Catalog* or the exit *College Catalog*. However, to fulfill graduation requirements, a student also has the option to request a change to any catalog that was in effect during his/her enrollment for up to five years prior to graduation, providing the degree, certificate, or technical diploma program has not been terminated and all remaining courses are still offered at the College.

I am requesting a change of catalog from: _____ (Academic Year) to: _____ (Academic Year) to be used to meet program requirements for graduation.

STUDENT'S JUSTIFICATION FOR REQUEST:

Student's Signature

Date

Approved:

Advisor

Date

Division Dean

Date

Rationale of Division Dean:

If catalog requested is over five (5) years old, the Vice Chancellor for Academic Affairs must also approve the change:

Vice Chancellor for Academic Affairs (if applicable)

Date

Received: _____

Records Office Staff

Date

Distribution: Original-Registrar's Office; Copy-Student