



### CHANGE OF CATALOG YEAR REQUEST

Degree programs and their requirements are listed in the Charles R. Drew University catalog for each academic year. When students matriculate in a program at CDU, they are responsible for completing all of the degree requirements that are listed for that catalog year. A student may choose to follow newer degree requirements for their program by submitting a change of catalog year request to the Office of the Registrar.

Instructions for completing form:

- Step 1: Student will complete student information and catalog year information sections, sign, and submit the form to their advisor/program coordinator for approval.
- Step 2: Program director will review and approve the form.
- Step 3: The form will be received and processed by the Office of the Registrar. All parties will be notified of form completion.

#### STUDENT INFORMATION

Student ID Number \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial (If Applicable) \_\_\_\_\_

E-mail Address \_\_\_\_\_ Program \_\_\_\_\_

#### CATALOG YEAR INFORMATION

CURRENT CATALOG YEAR: FALL \_\_\_\_\_ NEW CATALOG YEAR REQUESTED: FALL \_\_\_\_\_  
Year Year

REASON FOR CATALOG YEAR CHANGE REQUEST:

PLEASE READ AND CHECK THE BOX TO INDICATE THAT YOU UNDERSTAND EACH STATEMENT:

- I understand that I am assuming the responsibility to complete the degree requirements in the catalog year that I am requesting, and that it may involve taking additional courses to satisfy those requirements.
- I have discussed this with my academic advisor/program coordinator.
- I understand that I am only allowed to change my catalog year once throughout the duration of my program.
- I understand that I cannot select a catalog earlier than the catalog I started CDU under.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

#### Advisor/Program Coordinator Approval:

Approved  Denied Advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

If denied, please explain why:

#### Program Director Approval:

Approved  Denied Program Director signature: \_\_\_\_\_ Date: \_\_\_\_\_

If denied, please explain why:

#### FOR REGISTRAR OFFICE USE ONLY:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_