



CHANGE OF CATALOG REQUEST FORM

Although the Academy reserves the right to change policies and procedures and the student acknowledges this right by registering for a course, the Academy recognizes a student's need to know graduation requirements and associated policies. The catalog that sets out a student's degree requirements will be based on the term in which he/she first registers for courses; it is not based on the date of acceptance. Students entering under one catalog will be expected to graduate under the guidelines of that catalog.

If, however, for whatever reason a student wishes to change catalogs, this can be done through the Dean of Student Services by using this Change of Catalog request form.

If a student changes catalogs, the student is responsible for all the graduation requirements in the new catalog. A student may change catalogs only once during his/her academic program. The Academy reserves the right to deny a student's catalog change request upon review.

Date: _____

Name: _____
Last First Middle

Email Address: _____

Last Four Digits of Social Security Number OR Student ID Number _____

Program (select one): Bachelor's _____ Master's _____ Doctoral _____

I _____ officially request to change to the _____ (academic year) catalog.
(Print Student's Name)

After review of my request, I understand that I will be notified via my Academy e-mail account. I understand that when my request is approved I must contact my academic advisor to discuss which courses I need to enroll in to complete my degree requirements. I understand that I am responsible for all graduation requirements in this new catalog.

Student Signature: _____

To be processed by Division of Student Services:

Date Received: _____

Approved _____ Denied _____

If denied, reason for denial: _____

Signature of Registrar: _____