**UNITED STATES SPORTS ACADEMY**
One Academy Drive▪ Daphne Alabama, USA, 36526
Telephone: (251) 626-3303 Fax: (251) 625-1035
http://www.ussa.edu
E-Mail: registrar@ussa.edu

# 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 the student's need to know graduation requirements and like policies. The catalog that articulates a student's degree requirements will be based on the term in which a student first registers for courses. Students entering under one catalog will be expected to graduate under the guidelines of that catalog. However, for whatever reason, students may wish to change to the **current governing catalog.** A student must be full-standing with the Academy to request a change of catalog. A student who changes catalogs is responsible for all the graduation requirements in the current catalog. A student may change catalogs only once during their academic program. *Students may be prohibited from changing to a portfolio catalog if they have completed 9 or more hours of course work.*

**Date:** _____

**Name:** _____
**Last** **First** **Middle**

**E-mail Address:** _____

**Social Security or Student I.D. Number:** _____

**Program:** ☐ **Bachelor's** ☐ **Master's** ☐ **Doctoral**

I, _____ officially request to change to the
Student's Name
*Current Governing Catalog.* 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 the graduation requirements in the current catalog. Upon approval of my request, I will be notified via my Academy e-mail account if my request has been granted.

_____
Student Signature

**To Be Processed by Office of Student Services:**
Date Received: _____

Approved_____ Denied_____

If Denied, for what reason: _____

Signature of Registrar: _____