



CHOICE OF CATALOG

A student who does not remain in attendance must obtain the approvals indicated to retain the use of a catalog earlier than the one currently in effect.

Name _____ Student ID: _____
 Local Address: _____ Major: _____
 City, State, ZIP: _____

The above former student has requested permission to complete requirements on the _____ catalog.

Requirements must be completed by _____
Quarter/Year

I DO DO NOT RECOMMEND APPROVAL _____
Department Head/Chair Date

I DO DO NOT APPROVE _____
School Dean Date

I DO DO NOT APPROVE _____
V. P. for Academic Affairs Date

STATEMENT BY DEPARTMENT HEAD/CHAIR REGARDING DEMONSTRATION OF STUDENT'S CURRENCY IN THE FIELD: _____

DEPARTMENT GUIDELINES ON CHOICE OF CATALOG

1. If a student does not remain in attendance prior to completing a degree, both re-enrollment and use of current catalog requirements are necessary. Please see the catalog section on Choice of Catalog for further detail on "attendance" and "catalog rights". This form provides approval for exceptions.
2. A former student being re-admitted, with a Summary of Remaining Degree Requirements on file, will have been furnished a copy of the original summary showing outstanding degree requirements and the catalog last being used. Please ask the student to provide this information.
3. A former student seeking information on degree completion who has not re-applied will be directed to the appropriate major department. The students' Advisor or Department Head may contact the Evaluations Office to request information, if needed.
4. Approval may be extended for use of students' original catalog, **as long as the choice does not exceed ten years, including the catalog currently in effect.**

Original: Evaluations Copy: Student Copy: Major Department