CHANGE CATALOG REQUIREMENTS REQUEST

SAMFORD UNIVERSITY

Name: _____ **Date:** _____
(Last) (First) (Middle)

Student Number: _____ **SU Email:** _____**@samford.edu** **SU Box: 29**_____

Academic Policies and Regulations: If the university changes requirements for graduation after the entry of a student into a program, and if those changes better meet the goals of the student, the student may petition the dean of the appropriate school to be allowed to qualify for graduation by meeting the newer requirements. If approved, the student will meet all requirements for graduation set forth in the later catalog. **In no case may a student qualify for graduation by meeting various requirements set forth in two different catalogs. Beginning with the 2003-2004 catalog:** ***Transfer students are required to earn at least 50 percent of the credit for a first undergraduate degree in each degree program from Samford.***

Return completed form to Student Records.

I petition to change **FROM:** Current Degree Catalog: _____
(Year - i.e. 2002-2003)

and change **TO:** New Degree Catalog: _____
(Year - i.e. 2003-2004)

Please attach a copy of the course requirements for your degree, from the Degree Catalog you are petitioning to change to.

_____ _____
Student's Signature **Date**

_____ _____
Advisor's Signature **Date**

_____ _____
Department Head's Signature **Date**

_____ _____
Dean of Student's School or College Signature **Date**

_____ _____
Dean of Academic Services and Registrar's Approval* **Date**

Student Notified of Approval _____
Date

****The Dean of Academic Services and Registrar is located in the Student Records complex in Samford Hall, Room 214.***

Revised: 4/22/03