



**Office of the Registrar
Catalog Change Request Form
Undergraduate and Graduate**

A student's catalog year is determined as the year of their initial enrollment at KSU. Students may request to move under a subsequent catalog year while continuously enrolled and prior to their graduation. Changing your catalog year will update your degree requirements to the elected catalog year, and you will be responsible for completing all of that catalog's degree requirements in totality. Students may not elect a catalog year for a discontinued/deactivated degree program.

First Name: _____ Last Name: _____

KSU ID: _____ Phone: _____

KSU Email: _____@students.kennesaw.edu

Major: _____

Concentration (if applicable): _____

Semester began at KSU: fall spring summer Year began at KSU: _____

Catalog Year Requesting: _____ Petitioned to Graduate: Yes No
(future catalog year request cannot be submitted until classes have begun for that catalog year)

Student Signature: _____ Date: _____

Advisor/Program Director Name: _____

Advisor/Program Director Signature: _____ Date: _____

Return this form to the Office of the Registrar, email registrar@kennesaw.edu, Marietta, building B or Kennesaw Hall, Rotunda. Students will receive notification via their KSU student email account regarding the request.

Office of the Registrar Use Only

Approved Denied Initials: _____ Date: _____

Comments: _____