



BACHELOR OF GENERAL STUDIES Request for Change of Official Catalog Edition

GUIDELINES

There have been numerous inquiries from students in the Bachelor of General Studies about changing to the 2009-2010 university catalog. Any student in the Bachelor of General Studies program wishing to change to the 2009-2010 catalog will be allowed to do so, except that students may not change catalogs the semester in which they plan to graduate (Summer I and II count as one semester). Changing catalogs will necessitate a new degree plan, a new degree audit, and for those with 80 hours or more, a new intent to graduate. Due to the anticipated volume of requests, we must place some restrictions on how many requests can be submitted this summer for processing. Please read the following carefully for information about submitting these requests.

1. Current students planning on graduating in December 2009 may file a request to change catalog from June 22 to July 31, 2009. Requests will be processed in the order in which they are received.
2. All other current students wishing to change catalogs may submit a request from September 1 to October 15.
3. Students will only be allowed to change catalogs one time and may not change to an earlier catalog.
4. Students wishing to change catalogs should bear in mind the requirement to have 9 hours of upper division coursework in each area of concentration.
5. The request to change catalog may be obtained from your advisor or may be downloaded from the CODE website, <http://www.ode.ttu.edu/bgs/pdf/change-catalog.pdf>.

Date _____

I hereby petition to have my catalog edition changed to:

 Year of Catalog

My anticipated date of graduation is _____
 Month Year

I have read and understand all of the College of Outreach & Distance Education policies and the degree requirements for the requested catalog edition and wish to make my one change.

 Student's Name (please print)

 TTU ID Number

 Student's Signature

 Advisor's Signature

 Dean's Signature

Your academic advisor will prepare a new degree plan and a new degree audit, and you will need to file a new Intent to Graduate if you have completed 80 hours or more toward your degree.