



# Catalog Year Update

Return to: Registrar's Office  
 Bldg. 3 Rm. 309  
 assistant.registrar@cei.edu

**Student Information**

Date \_\_\_\_\_ Student ID# \_\_\_\_\_  
 Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_

**Catalog Information**

Have you applied for graduation?  Yes  No If yes, semester and year \_\_\_\_\_ / \_\_\_\_\_  
*Please note: If you have already applied for graduation, it may not be possible to change your catalog year at this time.  
 Please check with your Faculty Advisor.*

I declare the following catalog year\* \_\_\_\_\_

*By checking this box & submitting this form, I consent to providing my typed electronic signature in place of a handwritten signature.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

By changing my catalog year, I understand that degree requirements may change and additional courses may be required to complete my degree. In addition, any transfer courses may be re-reviewed and re-distributed in compliance with the chosen catalog year requirements.

**Office Use Only**

<b>Petition is</b>	Faculty Advisor	DC or DM	Registrar Office
	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<input type="checkbox"/> Approved <input type="checkbox"/> Denied

**Signatures**

The following individuals must sign the form to be complete:

Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

Department Chair/Division Manager \_\_\_\_\_ Date \_\_\_\_\_

Registrar \_\_\_\_\_ Date \_\_\_\_\_

*\*Students who request to change their catalog year must have maintained continuous enrollment and are subject to the following guidelines. The catalog year generally defaults to the same semester the student entered CEI in a degree program, however, students are eligible for more recent catalog years if it is to their benefit and approved by their Faculty Advisor and Department Chair/Division Manager. In order to graduate, students must use a single catalog (requirement term) and cannot use a combination of catalogs. By changing catalogs, a student is responsible for fulfilling all graduation requirements in the newly chosen catalog year.*

Notification email to Student, Registrar, New Advisor, BO, FA, and VA \_\_\_\_\_ Date \_\_\_\_\_