

Request to Update Catalog Rights

Use this form to change catalog rights to an earlier or later term so that your degree progress report reflects the correct requirements for this catalog term.

◆ Office of the Registrar ◆ One Washington Square ◆ San José, CA 95192-0009

Notes:

- Catalog rights default to the term of matriculation at SJSU (*)
- Students that have been in continuous attendance may choose to meet the SJSU campus graduation requirements in force:
 1. at the time they began continuous enrollment at a California community college or other CSU campus: or
 2. at the time they entered SJSU (*) ; or
 3. at the time they graduate from SJSU (A graduation application must have been submitted to the Office of the Registrar or one is attached to this request).
- Changing catalog rights to any other term requires the recommendation of the College Associate Dean, and the approval of the Associate Dean for Undergraduate Studies. Most commonly, this will apply to students for whom continuous enrollment was not maintained and an earlier term is sought.
- Be sure to discuss all ramifications of this requested change with your advisor who, as a result, will know which major requirements apply.
- Matriculation and continuous enrollment are required.
- Students' major and/or GE requirements may change as a result of updating/changing their catalog term.
- Students who have applied for graduation may be required to submit a new major form. Please see your major advisor.

Instructions:

1. Please print clearly
2. Please answer the questions below.
3. Obtain the required signatures (see below).
4. Submit this completed form to window R in the Student Services Center, 408-283-7500.
5. Please keep a copy for yourself.

SJSU ID# _____ **Major/ Concentration:** _____

Email: _____ **Phone (cell preferred):** _____

Name: _____

Last
First
Middle

Reason: _____

- Have you applied for graduation? _____ If so, for what term? _____
- To which Academic Year (e.g. 2016-17) do you want to update your:
 - *Catalog rights for University requirements e.g. GE. Please specify Academic Year:* _____
 - *Catalog rights for Major requirements. Please specify Academic Year:* _____
 - *Update Requirement Term. What year did the major start? e.g. Fall 2019* _____ *Run your MyProgress Report or visit SJSU catalog for Major & Programs Start Terms & Reporting Codes*

Student's Signature

Date

Major Advisor's Printed Name & Signature acknowledging discussion of change

Date

College Associate Dean's Signature

_____ **Recommend** _____ **Do Not Recommend**

Associate Dean, Undergraduate Studies Signature (required for GE only request)

_____ **Approve** _____ **Do Not Approve**