



**POLICY**

A student must graduate under the provisions of any UCF catalog in effect since the student began continuous enrollment at UCF. However, students transferring from Florida public community colleges or state universities may use the UCF catalog in effect at the time they began the most recent period of continuous enrollment in academic good standing at any of the Florida public institutions.

Continuous enrollment is defined as being enrolled in classes without a break of two or more consecutive regular semesters (i.e., fall and spring, or spring, summer and fall). Continuous enrollment is automatically broken when a student moves from one transfer institution to another following academic disqualification or exclusion.

Students must use a single catalog and not a combination of catalogs for graduation. In cases when required courses are no longer taught by the university, the appropriate department, college or university office may designate a reasonable substitute.

- If students wish to change their catalog for graduation, they should first discuss with their advisors how such a change would affect university, college and major requirements.
- If students decide to request a change, they should fill out the form below. The completed form should be submitted to the Registrar's Office.

**FORM REQUIREMENTS**

This form is for **UNDERGRADUATE STUDENTS ONLY** and must be complete to change your catalog year (requirement term) of graduation.

Students must do the following to complete the form:

1. Fill out all sections
2. Obtain their Department or Advisor Signature.
3. Provide their own signature before submitting or returning the document to the Registrar's Office.

**INFORMATION**

UCFID Name (First, Middle, Last)

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Phone Number Campus Email Address @ucf.edu

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Address

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City State Zip

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College (Program) Major (Plan)

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Current Catalog Year Changing Catalog Year to

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**SIGNATURES**

Student Signature Date

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Department or College Authorizer Date

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Printed Name Signature

<b>REGISTRAR ONLY</b>	Approved	New Requirement Term
	Not approved comments	Signature
		Date