

Request to Update Graduate Academic Record Form

(Update Concentration/Specialization and/or Catalog Year)

First Name: _____ Last Name: _____

Student ID#: _____ UTRGV Email: _____

Program/Degree: _____

Concentration/Specialization, if applicable: _____

Semester & Year Admitted: _____ *(i.e., Fall 2020, Spring 2020 Module 1)*

Have you applied for graduation? Yes No If yes, indicate semester and year: _____

Indicate new concentration/specialization and/or new catalog year in the boxes below:

New Concentration/Specialization	New Catalog Year <i>(i.e., 2020-2021)</i>

Student Signature: _____ Date: _____

By signing this form, I understand that by changing my academic record, my degree requirements might change and that additional courses may be required to complete my degree. In addition, any transfer courses may be re-reviewed and redistributed in compliance with the chosen catalog year requirements. *Please note:* If you have already applied for graduation, it may not be possible to change your academic record at this time. Please check with your Graduate Program Coordinator.

Graduate Program Coordinator: _____ Date: _____

Department Chair: _____ Date: _____

*Students can request to change their catalog year and are subject to the following guidelines: Generally, the catalog year defaults to the same semester that the student entered the University in a degree program, however, students are eligible for more recent catalog years if it is to their benefit and approved by their academic dean's office. Students must use a single catalog (requirement term) and cannot use a combination of catalogs for graduation. By changing catalogs, a student is responsible for fulfilling graduation requirements in the newly chosen catalog year.

Please email your completed and signed form to degreeauditsystems@utrgv.edu

TO BE COMPLETED BY OFFICE OF DEGREE AUDIT SYSTEMS AND SUPPORT ONLY			
Student Program:		Catalog Year:	
Program Code:		Review Date:	

TO BE COMPLETED BY OFFICE OF THE UNIVERSITY REGISTRAR ONLY		
Processed by:		
	Name/Signature	Date