



OFFICE OF THE REGISTRAR

CHANGE OF DEGREE AND/OR CATALOG REQUEST

Student transfer from Thesis to Non-Thesis track must consult with the chairman of their department for approval. A \$100 fee will be assessed to affect a transfer. A letter of explanation addressed to the Academic Committee must accompany transfer from a Resident program to an External (Non-Resident) program. A \$100 fee will be assessed if the Academic Committee approves the transfer. A change of catalog request can only be made to a more recent catalog. Once a change is made it is not possible to change back to the older catalog. If this request involves a degree program change, you must complete the degree/major section.

Student's Name: _____
 First Middle Maiden Last

ID Number _____

Mailing Address: _____

City, State, Zip _____

Semester: _____ Year: _____

CHANGE OF CATALOG

I request a change from the _____ to the _____ Catalog.
 Year Year

CHANGE OF DEGREE/MAJOR

I request a change from the _____ degree to the _____ degree.
 Resident Distance Ed. Resident *Distance Ed. **Non-Thesis

Track

I request a change from the _____ major to the _____ major (1).

I request a change from the _____ major to the _____ major (2).

Student's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

*Academic Committee Approval: _____ Date: _____
 (Resident to non-resident/distance ed. transfer only)

**Department Chair's Signature: _____ Date: _____
 (Thesis to non-thesis track transfer only)

Return completed form to the Office of the Registrar, **3000 Tilley Morris Road, Matthews, NC 28105** or fax **704-845-1747**.
 Questions about this policy and procedure may be directed to the Office of the Registrar 704.847.5600.

Office Use Only

Registrar: _____	Date rec'd: _____	<input type="checkbox"/> recorded	Business Office: _____	Date rec'd _____	Rec't # _____	<input type="checkbox"/> recorded
Fee: N <input type="checkbox"/> Y <input type="checkbox"/>	<input type="checkbox"/> Cash	Cash Amount \$ _____	<input type="checkbox"/> Check # _____	Check Amount \$ _____		