

CHANGE OF CATALOG

- CONTACT:** records@morgan.edu
- PURPOSE:** This form is to be used if a student wishes to change the academic catalog they matriculated under.
- PROCESSING TIME:** 1-3 Business days
- REQUIREMENTS:**
- MSU email account
 - Valid government-issued photo ID or MSU Bear card
 - Signature from chairperson
 - Signature from Dean
- ADVISEMENT:** Reach out to your chairperson or academic advisor to understand curriculum requirements under the different catalogs that best align with completed coursework. Please note, catalog changes cannot be applied retroactively.

STEPS

1) From the "Online Forms" page, click the name of the form to begin. A window will open.

1A. Enter your name and email address in the field.

1B. Select "Begin Signing" in the top right corner of page.

which he/she matriculated under. Please fill in the name and email for each required person listed below. Recipients will receive an email inviting them to sign this document. Completed forms will be sent to The Office of the Registrar to process.

Please enter your name and email to begin the signing process.

Student

Your Name: * **1A**

Full Name

Your Email: *

Email Address

BEGIN SIGNING

PowerForm Signer Information

INSTRUCTIONS CAN BE FOUND ON THE ONLINE FORMS PAGE BY CLICKING THE ADJACENT BEAR PAW.

1B

2) Agree to Docusign terms

2A. Enter student ID & today's date.

2B. Attach ID and sign.

2C. Select major, enter credits earned and requested catalog changes.

2D. Select the chairperson for your major. **A list of active chairpersons can be found on page 2.**

2E. Select the dean for your school. **A list of active deans can be found on page 3.**

2F. Select "Finish" in top right corner of the page. The window will automatically close if all information has been entered correctly.

Change of Academic Catalog Petition

This form may be used if a student wishes to change the academic catalog from which he/she matriculated under.

2A

STUDENT ID

DATE

2B

Spongebob Squarepants

FIRST NAME LAST NAME

STUDENT SIGNATURE

2C

MAJOR: --select--

NUMBER OF CREDITS EARNED

ORIGINAL CATALOG YEAR

PROPOSED CATALOG YEAR

***The student has been advised of all potential degree programs.

-- select --

Chairperson's Approval Signature

-- select --

Dean's Approval Signature

2D

2E

3) The form will automatically route to the chairperson, then to the Dean, then to the Office of the Registrar for processing. You will receive an email once the form has been completed. You will be able to verify any changes in Websis.