



Undergraduate Change of Catalogue Year

Records Office
Maryland Hall 141
Baltimore Campus

Asterisk (*) indicates required fields.

Student ID*	Last Name*	First Name*	M.I.
Student Email*		Class Year*	Student Mobile Number*
Do you have VA Benefits?*	Do you receive Federal Aid (Grant, FWS, Loan)?*	Are you on a F-1 Visa?*	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, please read FA statement below. <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Important Information

A request for a change of catalogue year may be made under the following conditions:

- Students who were admitted for Summer 2020 or later and want to follow requirements from a newer catalogue year, 2021-2022 or later.
- Students who started at Loyola before Summer 2020 are permitted to change their catalogue year to 2021-2022 only if they are declaring a major or minor that is new for the 2021-2022 catalogue year.
- Students meeting the above criteria who want to change their catalogue year should first discuss the effect on program requirements with their advisor(s).
- Students must follow a single catalogue year for all majors and minors and may not use a combination of catalogue requirements for degree completion or graduation. In cases where required courses are no longer offered, the appropriate department chair may designate a reasonable substitution.
- Students may not change to an earlier catalogue year than the one they were assigned when admitted.
- Students are responsible for abiding by all the university policies and fulfilling all degree requirements in the catalogue associated with the newly chosen catalogue year.
- **Financial Aid:** Students may receive federal financial aid (Federal Pell Grant, Federal SEOG, Federal Work-Study, Federal Direct Student and Parent Loans) for classes that count toward their degree. If you are receiving federal aid but plan to take classes that do not apply to your degree, contact the [Office of Financial Aid](mailto:financialaid@loyola.edu) for information at financialaid@loyola.edu or by phone at 410-617-2576 or 1-800-221-9107.
- **International students** in F-1 status should discuss with their international student advisor in [OISS](#) if changing their catalogue year will have an effect on their immigration documents.

Students must bring this form to AASC (MH138) and meet with an advisor for approval.

Change of Catalogue Information

- If you are only changing catalogue year and your major/program remains the same, enter your current major information below.
- If you are changing catalogue year and major and/or minor information, enter your current major and/or minor below and also attach a Declaration of Change of Major and/or Change of Minor form.
- Students must meet with an AASC administrator for approval prior to submitting this form.

Current Catalogue Year*	New Catalogue Year*	Degree*
Major(s)*		
Specialization/Concentration (if applicable)		Minor(s) (if applicable)

Comments

Student Signature: _____	Date: _____
AASC Signature: _____	Date: _____

OFFICE USE

Reminder to AASC: Are there degree audit exceptions or overrides to apply to the new major/minor?