



Revised 1/9/18

**Leech Lake Tribal College
Catalog Year Change Request Form**

Please return this completed form to the Registrar's Office housed Student Services, Leech Lake Tribal College by mail or in person at 6945 Little Wolf Road NW, Cass Lake, MN 56633 or by fax to 218-335-4217.

Generally the Catalog year defaults to the same semester that a student entered LLTC in a degree program, however, students are eligible for more recent catalog years if it is to their benefit and approved by Student Services and the Registrar. Students in more than one program should seek approval for both programs as any change will be applicable to all degree requirements for all of his/her/their programs. It is important to note that 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 all of the graduation requirements for their newly chosen catalog year.

To see if a more current catalog would be to your advantage, you are encouraged to run a Degree Progress report

You are encouraged to consult with your academic advisor prior to requesting a catalog year change.

Name: _____ **Student ID:** _____

Catalog Year Requested: _____

Email Address: _____

Student Signature: _____ **Date:** _____

By signing this form, I understand that by changing catalog year 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.

For Office Use Only

_____ Student is approved to change undergraduate requirement catalog.

_____ Student is not approved to change undergraduate requirement catalog.

Comments

Date of Review: _____

Reviewed by (Name/Title): _____