 Degree Works Change Request

This form should be completed by advisors requesting to change an advisee’s catalog year in Degree Works. Please attach a copy of the student’s degree audit with the area in question identified.

Once the form is completed in entirety, please submit the form to your Dean’s Office. The Dean’s Office will notify the Registrar if your request is approved.

Please contact the Registrar’s Office at 315-386-7042 or [registrar@canton.edu](mailto:registrar@canton.edu) with any questions or concerns.

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| --- | --- | --- |
| **ADVISOR INFORMATION** | | |
| **Advisor:** | **Advisor E-Mail:**      **@canton.edu** | |
|  | | |
| **Student Name:** | **Student ID#:** **-**    **-** | |
| **CHANGE IN CATALOG YEAR** | | |
| **Current Major:** | **Current Catalog Year: 20**  **-** | |
| **Change Catalog Year for Major to: 20**  **-** | | |
|  | | |
| **Current Minor:** | | **Current Catalog Year: 20**  **-** |
| **Change Catalog Year for Minor to: 20**  **-** | | |
|  | | |
| **Change Catalog Year for Degree to: 20**  **-** | | |
| **Brief Description of Change Needed:** | | |
| **Dean’s Signature:**       **Date:** | | |

Updated: Fall 2020 RLC