Change of Status Request

- Not all programs or majors are offered in each Catalog; refer to the appropriate Catalog (based on year and campus).
- Completed requests must be submitted to and reviewed by Student Academic Services for approval and processing.
- You are unable to enroll/remain in the online program if live in or move to Arkansas or Wisconsin.

Name: __________________________________________ ID #: J____________________

Student type: __domestic __international

Current campus: __________________________________________

Do you have transfer credits from another college/university? __yes __no

Current major/program: ________________________________________________________________________________

Current catalog: ___day ___continuing education

Catalog year: __________________________

Requested Changes

Campus: ___not changing ___change to (circle one): Providence / North Miami / Denver / Charlotte / Online

Effective term for campus change: Fall Winter Spring Summer

Major / Program: __same (not changing) ___add the following ___change to ___remove the following

___________________________________________________________________________

Catalog: ___not changing ___change to (circle one): Day / Continuing Education

Catalog year: __________________________________________

All Campuses:
- The Business Studies B.S. degree program requires signed approval from a transfer advisor for students with transfer credits.
- International students may not enroll in an online program.
- Students must have approval from Student Financial Services to change to an online campus program.

Providence / Denver Campus:
- Students who wish to transfer into the Counseling Psychology program may do so if they have met the following criteria: a B average or better in all psychology courses and a 2.5 cumulative GPA.
- The Culinary Nutrition B.S. degree program requires the completion and submission of an application to the program’s director.

Providence Campus:
- Day program: the Baking & Pastry Arts degree program requires the completion and submission of an application to the program’s director.
- Equine Business Management/Riding requires permission from the Department Chairperson. A DVD video submission is also required or consideration into the program.
- Students requesting a change into Electronics Engineering or Robotics Engineering must have approval from the department chair.

*Continuing Education Culinary Arts students are only covered by the university’s student accident insurance plan. All other Continuing Education students are not covered by the university accident and sickness plan.

Signatures

Any change is subject to approval; changes will not be processed if all appropriate signatures are not provided. Also, a change of status may impact financial aid, graduation date and degree progress (i.e. previously completed courses may not apply toward a new major/program).

Student: __________________________________________ Date: __________________

SAS Counselor/Advisor: __________________________ Date: __________________

Dean/Director/Chairperson: __________________________ Date: __________________

Transfer Advisor: __________________________________ Date: __________________

International Advisor (Campus Transfer Only): ____________ Date: __________________

SFS Planner (Online Only) __________________________ Date: __________________

Administrative Use Only

SAS Representative: ____________________________

New program code: ____________________________

Catalog term code: ____________________________

☐ Update Education Plan

☐ Not from AR or WI-Online Only (SPAIDEN)

☐ Update Degree Record (via SHADEGR)

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☐ Unused courses to be reevaluated