

Student Academic Code Change Request

Departments should use this form to make changes to the student academic program code, enrollment status or class code.

* This form should not be used to change PhD students to ABD. Please use the All But Dissertation Status Agreement form.

STUDENT INFORMATION

Student Andrew ID: Student _____ - OR - Student Card ID Number: _____

Name (*please print*): _____

Semester: _____ Last/Family First and/or Preferred MI

Current Enrollment Status	New Enrollment Status	Current Program Code	New Program Code	Current Class Code	New Class Code

CONTACT INFORMATION

Program Contact (*please print*): College/ _____ Andrew ID: _____

Department: _____ Phone: _____

Signature: _____ Date: _____
mm/dd/yyyy

UNIVERSITY REGISTRAR'S OFFICE USE ONLY

All Non-Entity Changes

FOR BALANCES OVER \$1,000

1.) Program Services: _____
Initials Date

3.) Student Accounts: _____
Initials Date

2.) Database Assistant: _____
Initials Date

Student changing entities? ☐ YES From _____ To _____

1.) Director of Student Accounts: _____
Initials Date

2.) Assistant Registrar: _____
Initials Date

Semester: _____ Program changed from: _____ To: _____ Initials: _____ Date: _____

Tuition Adjustment Approval

Semester: _____ Tuition Adj.: _____ % Fees: _____

Assistant Registrar Signature: _____ Date: _____

Tuition Adjusted

Adj. Tuition % noted above: ☐ No Tuition Adj. Necessary: ☐ Fee Removal Approval: ☐

Director of Student Accounts Signature: _____ Date: _____