

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: _____ - OR - Student Card ID Number: _____

Student Name (*please print*):

Semester: _____ Year: _____ 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: _____ Andrew ID (*required*): _____
 College/Department: _____ Phone: _____
 Signature: _____ Date: _____

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: _____