

## Student Status Change Request Form

Printed Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ ( ☐ Home/ ☐ Cell)

**IMPORTANT NOTE:** *Students receiving Title IV funds should consult the Financial Aid Office to discuss the impact of all changes on financial aid eligibility, both now and in the future. Changes will be subject to the program availability, course availability and catalog (volume and number) in place at the time of the change.*

**\*\*\*\*Select (X) the option(s) that apply and fill out the section with the required information\*\*\*\***

☐ **OPTION 1: CHANGE OF IMMIGRATION STATUS (FOR INTERNATIONAL STUDENTS)**

Previous immigration status: \_\_\_\_\_ Current immigration status: \_\_\_\_\_ Start Date: \_\_\_\_\_

☐ **OPTION 2: CHANGE OF PROGRAM/CONCENTRATION**

Change Program from: \_\_\_\_\_ to \_\_\_\_\_

Change Concentration from: \_\_\_\_\_ to \_\_\_\_\_

☐ **OPTION 3: CHANGE OF PREFERRED CAMPUS**

Change my preferred campus to: ☐ VA ☐ DC ☐ IL ☐ Online

☐ **OPTION 4: ADD/DROP COURSE(S)**

- NEW students can only add/drop courses during the FIRST week of the SEMESTER.
- CURRENT students can add courses by the DEADLINE upon approval from Academic Advisor and Finance.

Drop Course	Year-Session	Add Course	Year-Session

☐ **OPTION 5: COURSE WITHDRAWAL**

- Students are responsible for all semester charges. If withdrawal is BEFORE 5<sup>th</sup> week of classes, students will receive a W grade on transcript. If withdrawn after, students will receive grade based on percentage of total work completed.

Year-Session	Course Prefix, Number & Title	Session Start Date	Last Day Attended

By checking the boxes below:

- ☐ I am requesting the changes above and understand that changes are subject to all regulations and obligations as detailed in the University of the Potomac Catalog and the Enrollment Agreement.
- ☐ I understand I am responsible for all financial obligations as detailed in the University Catalog.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only**

Academic Advisor: ☐ Approved ☐ Denied \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name/Signature

Finance Department: ☐ Clear ☐ Not clear \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name/Signature

Registrar/DSO: Changes made by \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name/Signature

Comments: \_\_\_\_\_