

This request form is only for students planning to graduate from an academic program and begin a new academic program in the next semester. If you will not be graduating this semester, please complete a Change of Program request form to start a new program. If you will not be continuing coursework in the semester immediately following your graduation, please visit the Admissions Office when you are ready to resume classes in a new program.

Student Name: _____ Date of Request: _____

Student ID#: _____

Phone Number*: _____

Program Graduating From: _____ Semester Completing Graduation Requirements: _____

New Program: _____ Semester Starting New Program: _____

I understand that this request may not be processed if I do not receive approval from the Accounting, Default Management, and Financial Aid Departments within 10 days of my request. I also understand that if I do not receive approval, my classes will be dropped and I will be responsible for the late registration fee. If I do not begin classes in the term immediately following my graduation, I know that this request will be voided and I will need to see the Admissions Office for re-enrollment in future semesters.

Student Signature: _____ Date: _____

| | | | |
|-----------------------------|---------------------------------------------|----------------------|-----------------------|
| For Office Use Only: | Transferable Credits for New Program | <input type="text"/> | # credits completed |
| | | <input type="text"/> | # credits in progress |

Accounting Department: _____ Date Received _____

Previous Balance _____

Payment Arrangements: _____

Accounting Officer _____ Dept Approval (Y or N) If N, student called by _____ on _____.
(initials) (date)

Default Management: _____ Date Received _____

Loan Status: _____

Deferments: _____ Meet w/ Loan Advisor (Y or N)

Default Loan Advisor: _____ Dept Approval (Y or N)

Financial Aid Department: _____ Date Received _____

Financial Aid Officer: _____ Dept Approval (Y or N)

When the last Department has signed off, please put the completed form in the Registrar's mailbox for pickup.

**If you do not receive approval from one of the above departments, we will contact you at the number provided.*