



University Office of the Registrar
1015 Walnut Street, Ste 115 Curtis Bldg.
Philadelphia, PA 19107
215-503-8734
Fax: 215-923-6974
e-mail: university.registrar@jefferson.edu

STUDENT STATUS CHANGE REQUEST

Instructions

To request a change in enrollment:

- Complete this form and present it to your Department Chair or program director for signature.
- Submit the completed and approved form to the University Office of the Registrar (Ste 115 Curtis Bldg.)

If you are receiving financial aid, you should also consult with the University Office of Financial Aid regarding the effects of the status change on your eligibility for aid.

Prior to returning from a Leave of Absence, you must:

- Refile a Student Status Change Request **at least 30 days** prior to the start of the semester in which you plan to return.
- Contact the Office of Financial Aid for appropriate forms and application deadlines.

See the appropriate student handbook for policies governing changes in enrollment status (e.g. withdrawal from the School, Leave of Absence, etc.)

Effective date of change: _____

Effective Semester of Change:

Fall Spring Summer Pre Fall Year: _____

Name (please print)

College/School

Permanent Address
(_____) _____

Dept/Program (e.g. Nursing RN – BSN, MSN, DNP)

Telephone

Expected Graduation Date Prior to Change

Campus Key

Expected Graduation Date After Change

Complete Each of the following:

Withdrawal from the University

Part-time/Full-Time Status:

Withdrawal from the School

Change to Full-Time (12 credits or more UG, 9 credits GR)

Leave of Absence

Change to Part-Time (Fewer than 12 credits UG, 9 credits GR)

From: _____ To: _____
(Month/Day/Year) (Month/Day/Year)

NOTE: Changes in Full-Time/Part-time status may affect a student's eligibility for financial aid. Consult with the University Office of Financial Aid.

Return from Leave of Absence

Reason for Change:

Academic

Financial

Medical

Personal

Other: _____

Student Signature: _____ Date: _____

Academic Division Approval Signature: _____ Date: _____