

ENROLLMENT CHANGE REQUEST FORM

PURPOSE: A student requesting to change or declare their area of focus/study, concentration, track, minor, or specialization also fall under this policy and should use this form. Refer to the Academic Policies and Procedures section in **The Chicago School Student Handbook** for details. To change degree levels (e.g. master to doctorate) or to change to a degree program with specialized accreditation or approval, contact the Office of Admissions.

INSTRUCTIONS:

1. Complete the form below, obtain approvals from both the home campus/degree program and the desired campus/degree program.
2. Submit the completed form by the Add/Drop deadline to the Student Support Counselor as indicated below. The form will not be processed without all required signatures or if submitted after the Add/Drop deadline.
3. Program and Campus Transfers must be submitted by the Add/Drop deadline and require a student to be in good Academic & FA Standing.
4. Changes and Declarations to the Area of Focus/Study, Track, Concentration, Minor, or Specialization will be processed when received.

Please complete this form in its entirety (above the "For Office Use Only" line), sign and date, and return to your Student Support Counselor via email or fax:

EMAIL: studentsupport@thechicagoschool.edu | **PHONE:** 800.595.6938 (Opt. 1) | **FAX:** 312.254.1442

STUDENT NAME _____ STUDENT ID# _____

SCHOOL E-MAIL _____ PHONE# _____

DESIRED CAMPUS _____ DEGREE LEVEL _____ DESIRED PROGRAM/CONCENTRATION/MINOR _____

HOME CAMPUS _____ DEGREE LEVEL _____ HOME PROGRAM/CONCENTRATION/MINOR _____

EXPECTED TERM/SEMESTER OF CHANGE: _____ EXPECTED DATE OF GRADUATION: _____

CHECK ALL THAT APPLY: CAMPUS TRANSFER PROGRAM TRANSFER

GRADUATE: CHANGE AREA OF FOCUS/STUDY, TRACK, OR CONCENTRATION DECLARE AREA OF FOCUS/STUDY, TRACK, OR CONCENTRATION

UNDERGRADUATE: CHANGE MINOR OR SPECIALIZATION DECLARE MINOR OR SPECIALIZATION

ARE YOU AN INTERNATIONAL STUDENT? No Yes (If yes, contact your Designated School Official (DSO)).

ARE YOU A MILITARY STUDENT? No Yes (If yes, contact the VA Certifying Official).

ARE YOU TRANSFERING TO THE WASHINGTON, D.C. CAMPUS? No Yes If yes, are you under the age of 26? No Yes

STUDENT SIGNATURE: _____

DATE: _____

APPROVED DENIED

DSO SIGNATURE:
(for International Student Only)

DATE: _____

SAP STATUS: SAP Met Academic & FA Warning Academic & FA Probation

NEW EXPECTED DATE OF GRADUATION: _____

APPROVED DENIED

HOME PROGRAM/CAMPUS
DEPARTMENT CHAIR/DESIGNEE SIGNATURE: _____

DATE: _____

COMMENT: _____ **Student on ADP?** No Yes

RE-VERIFICATION OF CRIMINAL BACKGROUND CHECK (IF APPLICABLE):

Reviewed: Approved Reviewed: Denied Not Applicable Updated Criminal Background Check Required (over 365 days)

APPROVED DENIED

DESIRED PROGRAM/CAMPUS
DEPARTMENT CHAIR/DESIGNEE SIGNATURE: _____

DATE: _____

COMMENT: _____

FOR OFFICE USE ONLY

Request Approved Denied Registrar Signature: _____

Transfer/Change in CVue Completed: Yes No Date: _____

Financial Aid:
 Approved Denied:

Notification to ISA (DSO):
 Approved Denied:

Student Account:
 Approved Denied:

TCS Transcript Attached: _____

Date Student Notified: _____