

Change of Status Request



America's Career University®

Name: _____ ID #: J _____

Telephone: _____ Admit Type: ___ Domestic ___ International Transfer Credits: ___Yes ___No

Directions: check applicable box(es) and indicate requested change(s).

Current major(s)/program: _____ Current Campus: _____

Action (check all that apply): Major Change Declare Additional Degree CE to Day
 Major Cancellation Campus Transfer Day to CE

Requested major(s)/program: _____

AS: _____ BS: _____ Effective term: _____

Masters/other program/concentration: _____ Campus: _____

Special Program Requirements (not all programs are offered at all campuses or divisions)

- The following **BS degree programs** require the completion and submission of an **application** to the program's Director.
 - International Hotel & Tourism Management *Day, C, P*
 - Culinary Nutrition *Day, D, P*
 - Culinary Arts *Day, M, P*
 - Baking & Pastry Arts *Day, P*
- The **Accelerated Management** AS degree program requires a meeting with an Academic Counselor and signed approval from a Transfer Advisor. *CE, P*
- The **Business/Marketing Education** and **Consumer and Family Studies Education** BS degree programs require a minimum 3.0 grade point average and signed approval from the Department Chairperson in The School of Education. *Day, D*
- The **Equine Business Management/Riding** BS degree program requires signed approval from the Department Chairperson. *Day, D*
- Graduate students interested in changing from the **Global Business Leadership** MBA degree program to **Hospitality** or **Accounting** require signed approval from the Director of Graduate Admissions. *P*
- Graduate students interested in changing from an MBA program to an MAT or M.Ed program requires signed approval from the Dean of the School of Education *P*
- The **International Business** BS degree program requires a minimum 3.0 grade point average and Honors Program eligibility. *Day, All*

Key: *Day=Day only, CE=CE only, All=all campuses, C=Charlotte only, D=Denver only, M=North Miami only, P=Providence only*

Signatures: all signatures, as applicable, must be present in order for this form to be accepted

I understand that any change to my status is subject to approval, & may jeopardize my graduation date and/or financial status. Also, I acknowledge that previously completed courses may not apply toward my new major/program, if requested.

Student: _____ Date: _____

Student Academic Services: _____ Date: _____

Director/Chairperson**: _____ Date: _____

**Required for special program requirements.

International Advisor***: _____ Date: _____

***All International students require signed approval from an International Advisor for any change of status.

SAS Administrative Use Only

New Program Code=_____ New grad date code=_____ Student's Catalog Term=_____

- Update Program (via SFAREGS) Update grad date (via SGASTDN) Transfer Credit Reevaluation
 Update Degree Record (via SHADEGR) Review Degree Progress (via SMARQCM or uconnect)