# West Virginia University ACADEMIC STATUS UPDATE FOR GENERAL STUDENT



	5.1.A.R
Student ID Number	
Last Name	
	e Name
□ Primary Curriculum	
□ Secondary Curriculum  Current Status New Status	
Level Admit Type  □ UG Level □ Provisional/Conditional □ GR Level □ Regular	Level Admit Type  □ UG Level □ Provisional/Conditional □ GR Level □ Regular
☐ Masters ☐ Doctoral ☐ Non-Degree ☐ Entry Level Masters program (Education Majors Only)	
Enter appropriate Codes	Enter appropriate Codes
College Code Major Code	College Code Major Code Catalog Term
Concentration Code Concentration Code Concentration Code	Concentration Code Concentration Code Concentration Code
Concentration Code Concentration Code Concentration Code	Concentration Code Concentration Code NOTE: Concentration code is 'Attached to Major.'
Minor Code Minor Code Minor Code	Minor Code Minor Code Minor Code
Minor Code Minor Code Minor Code	Minor Code Minor Code Minor Code
Comments:	Degree Code Expected date of graduation DD-MON-YEAR BS-AGR (BS in Agriculture)
	MSEE (MS in Electrical Engineering)
Initiating Signature Date	New Advisor            _  _  -  _  -  _             ID Number
Admissions Only: Delete Site Code □  Admit Type Student Type Delete Attribute □     HSC to Downtown □  (1st Time) Downtown to HSC □ 8350	Advisor's Name (Last) (First)
8335 8649	Accept/Reject Signature Date
Admissions Signature:	□ ACCEPT □ REJECT

(Submit to OUR)

(Return to initiating department)

### PROCEDURES FOR COMPLETING THIS FORM:

### INITIATING DEPARTMENT:

Complete the following items:

- Student Number
- Term (term new status is to be effective).
- Name (Last, First, M.)
- · Check Primary or Secondary curriculum

# **Current Status**

• Mark appropriate level of student

UG = Undergraduate

GR = Graduate

• Mark appropriate admit type of student

Check Provisional or Regular and the other appropriate admit type (Masters, Doctoral, Non-Degree, etc).

NOTE: If not sure of admit type review the STAR student system - General Student Form (SGASTDN).

- Enter current college code
- Enter current major code
- Enter current concentration code(s) if applicable
- Enter current minor code(s) if applicable

## **New Status**

· Mark desired level of student

NOTE: This form cannot be used to change the level of a student.

- Mark desired admit type of student
- Enter college code
- Enter major code
- Enter catalog term code when a different set of catalog requirements are needed than would be covered by the admit term.
- Enter current concentration code(s) if applicable may have up to '6'
- Enter current minor code(s) if applicable may have up to '6'

Sign the form, make a copy for your records if desired, and forward to the department the student wishes to transfer.

# **RECEIVING DEPARTMENT:**

Review form to determine if student is accepted or rejected and mark the appropriate box.

- If student is accepted, complete the Degree Code and Expected Date of Graduation.
- Sign the form, make a copy for your records if desired, and forward to the Office of the University Registrar.
- If student is rejected, sign the form and forward to initiating department.
- Add comments if appropriate.

THIS FORM MAY BE USED TO:

# Add, Change, or Remove Minors and Concentrations – A student may have six of each.

**Change Majors** - major changes can be made as long as it does not require the student to reapply.

**Update Admit Type** - the following admit types can be updated:

- Conditional Admit (X1) can be changed to First-time Freshman (01). X1 conditional admit means the student did not meet entrance requirements; once those requirements are met, the admit type can be updated.
- Conditional Admit (X4) can be changed to Transfer (04). X4 conditional admit means the student did not meet entrance requirements; once those requirements are met, the admit type can be updated.
- Provisional Masters (X7) can be changed to Masters (07).
- Masters (07) can be changed to Provisional Masters (X7).
- Provisional Doctorate (X8) can be changed to Doctorate (08).
- Doctorate (08) can be changed to Provisional Doctorate (X8).
- Graduate Non-Degree (09) can be changed to:

Provisional Masters (X7)

Masters (07)

Provisional Doctorate (X8)

Doctorate (08)

• X7, 07, X8, 08 can be changed to Non-Degree (09).

This form cannot be used to update admit types of 05 (Transient), X9 (Bridging the Gap), or an 09 Undergraduate Non-Degree. S:\SSD\STAR Documentation\Forms\Registration\REGFORM024 - Academic Status Update for General Student Majors Minors Concentrations.doc Last Updated: 10-JAN-2011