

STUDENT CHANGE PERMIT



- **DROPPING CREDITS MAY RESULT IN LOSS OF ELIGIBILITY FOR FINANCIAL AID. IF APPLICABLE, YOU WILL BE LIABLE FOR TUITION PREVIOUSLY COVERED BY SCHOLARSHIPS.**
- **Course changes are time sensitive.** See the GIAL Catalog for more information regarding changes and refunds.
- For credit to audit, use the **AUDIT PERMISSION FORM.**
- **Drops after the 3rd class day will remain on the transcript as a withdrawal.**

Contact Information

Name (Please print): _____
First
Middle
Last

Phone: _____ Email: _____

STEP 1

 Request to **Add, Drop, or Withdraw** Course(s)

CHANGE REQUESTED	COURSE NUMBER	COURSE TITLE	INSTRUCTOR'S INITIALS <i>(if course has begun)</i>
Add Drop/Withdraw			
Add Drop/Withdraw			
Add Drop/Withdraw			
Add Drop/Withdraw			

STEP 2

 Student Declarations

Intended Plan of Study (IPS): Choose one

- I have not submitted an Intended Plan of Study.
- These changes include no major change to my Intended Plan of Study. (See your Academic Advisor for details.)
- These changes include a major change to my Intended Plan of Study. I will submit a new Intended Plan of Study.

Financial: Choose one (if anticipating a refund)

- I prefer to pick up any applicable refund check from the GIAL Finance Office (Pike 112).
- Hold any applicable refund in a GIAL account for application to a future registration.
- Send any applicable refund check to this address: _____

STEP 3

 Signatures

Student Date

Financial Aid Officer (if applicable) Date

Academic Advisor Date

FA Adjustment Needed
 Yes No N/A
 Approve Deny

Registrar's Office Use Only:

- IPS on file? Y/N
- Cooperative program student? Y/N
If yes, notify cooperative program institution of changes/withdrawals?
- International student? Y/N
If yes, notify the ISC Dir.
- VA student? Y/N
If yes, notify the VA Officer.

Initials: _____ Date: _____

Return this form to the Registrar's Office.