



# DALLAS INTERNATIONAL UNIVERSITY

## 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 DIU 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 DIU Finance Office.

Hold any applicable refund in a DIU account for application to a future registration.

Send any applicable refund check to this address: \_\_\_\_\_

### STEP 3 Signatures

\_\_\_\_\_  
Student

\_\_\_\_\_  
Financial Aid Officer (if applicable)

\_\_\_\_\_  
Academic Advisor

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.**