



Office of Graduate Studies  
 212 Koch Hall  
 Norfolk, VA 23529  
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Graduate Student Change of  
 Academic Status Form

FROM: Assistant Vice Provost of Graduate Studies

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

*Due to a change in the academic record or academic status of:*

NAME: \_\_\_\_\_ UIN: \_\_\_\_\_

Please perform the indicated record keeping function(s) as checked (✓) below. Please let me know when the action has been completed. Thank you.

- \_\_\_\_\_ Remove Grad Course Hold from SHAINST Done: \_\_\_\_\_
- \_\_\_\_\_ Check SOAHOLD, remove hold if necessary Done: \_\_\_\_\_
- \_\_\_\_\_ Reinstate the following Grad Course for the current semester Done: \_\_\_\_\_

- \_\_\_\_\_  Call # \_\_\_\_\_
- \_\_\_\_\_  Call # \_\_\_\_\_
- \_\_\_\_\_  Call # \_\_\_\_\_
- \_\_\_\_\_  Call # \_\_\_\_\_

- \_\_\_\_\_ Drop the following Grad Courses for the current semester Done: \_\_\_\_\_
- \_\_\_\_\_  Call # \_\_\_\_\_
- \_\_\_\_\_  Call # \_\_\_\_\_
- \_\_\_\_\_  Call # \_\_\_\_\_
- \_\_\_\_\_  Call # \_\_\_\_\_

- \_\_\_\_\_ Create SAAADMS Record (Admissions) Done: \_\_\_\_\_  
     Student will submit domicile for to Registrar
- \_\_\_\_\_ Graduate Student Reinstated Done: \_\_\_\_\_
- \_\_\_\_\_ Remove Graduate Course Hold from SHAINST Done: \_\_\_\_\_
- \_\_\_\_\_ Check SOAHOLD, remove hold is necessary Done: \_\_\_\_\_
- \_\_\_\_\_ Place 'T' on Transfer Equivalent Courses on SHAINST. Done: \_\_\_\_\_
- \_\_\_\_\_ Place '#' Symbol on B- or Lower Course on SHAINST Done: \_\_\_\_\_
- \_\_\_\_\_ Other: Done: \_\_\_\_\_