West Virginia University ACADEMIC STATUS UPDATE FOR GENERAL STUDENT	
	S.T.A.R.
Student ID Number	
Is this a Student Athlete? Yes No	
Last Name	Effective Term ex: 201001 01Spring 05Summer
08Fall	
Primary Curriculum	
Secondary Curriculum	
Current Status Level Admit Type	New Status Level Admit Type
□ UG Level □ Provisional/Conditional □ GR Level □ Regular	□ UG Level □ Provisional/Conditional □ GR Level □ Regular
□ Masters	□ Masters
□ Doctoral	
 Non-Degree Entry Level Masters program (Education Majors 	 Non-Degree Entry Level Masters program (Education Majors
Only)	D 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 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	Certificate Code Certificate Code Certificate Code
Comments:	
	Degree Code Expected date of graduation
	DD-MON-YEAR BS-AGR (BS in Agriculture) MSEE (MS in Electrical Engineering)
	New Advisor
Initiating Signature Date	ID Number
Admissions Only: Delete Site Code Admit Type Student Type Delete Attribute	Advisor's Name (Last) / (First)
(1 Third) Downtown to TiSC 🖬 8530 8335 8649	Accept/Reject Signature Date
Admissions Signature:	□ ACCEPT □ REJECT (Submit to OUR) □ REJECT (Return to initiating department)

Submit completed accepted form to the OUR. *Make a copy for your records*. Last Updated: 10-JAN-2011

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: 09-14-2011