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Change of Plans Form

POLICY:

A "change of plan" is a procedure that can occur during 1 of 2 times:

1. a student who has never attended Millsaps (s/he has only been through the full admissions process) but committed to come by paying their deposit, was moved from an applicant to a student, and then decided not to attend.
2. a student who has attended Millsaps but decided not to come back for the next term.

In either case, this process can only occur up until the first day of class. The student should not have attended any classes in the semester that the change of plans was given. For a change of plan to occur, the student must have pre-registered for the term.

A change of plans form must be completed by the student or by a staff member in consultation with the student.

For change of plan #1, Admissions should also gather a reason why the student has made this decision. For change of plan #2, the Director of Academic Support Services should gather a reason why the student has made this decision. All reasons why (for #1 and #2) should be turned into the Office of Records for recording. The Office of Records will notify applicable departments of the updated student's change-of-plans status and reason.

STUDENT FILL OUT WITH STAFF:

You should file a Change of Plans if you have pre-registered and do not plan to attend or have not attended any classes for the semester indicated.

I request a Change of Plans for the _____ semester, _____ (year). I accept responsibility for my financial obligations to Millsaps College.

Please circle reason(s) for change of plans: illness, personal problems, dissatisfied with advisement, too much study time required, moving, course(s) unavailable, financial problems, work conflict, lack of social opportunities, other_____.

Date

Full Name (Please print)

Signature

Social Security Number

Phone Number

Email Address

For Office Use Only

Date Courses Dropped

Academic Program end date SACP

1) Signature from Admissions or Assistant Dean for Academic Support Services

2) Signature from Office of Records

**The person who signs this form in the Office of Records is responsible for notifying the following other departments, via email, of the Change of Plan: Admissions, Business Office, IR, Academic Support Services, Campus Security, Residence Life, Financial Aid, Student Life, and the Post Office.*