



1701 North State Street, Campus Box 150436  
Jackson, MS 39210-0001  
Web: [www.millsaps.edu/records](http://www.millsaps.edu/records)  
Email: [records@millsaps.edu](mailto:records@millsaps.edu)  
Office: Academic Complex, Room 142  
Phone: 601-974-1120

## CHANGE OF PLANS OR WITHDRAWAL FORM

**Instructions:** This form is to be completed by a Millsaps employee in consultation with the student. For change of plans for current students, the Academic Advising Office Staff should complete it. For change of plans for just-matriculated students, the Director of Admissions or Records Office Staff should complete it. For voluntary withdraw, the Academic Advising staff complete it. For medical and administrative withdraw, the Associate Dean for Academic Affairs should complete it. Before routing the form to various offices, the employee should email the [statuschange@millsaps.edu](mailto:statuschange@millsaps.edu) dis-list to provide early notification of the status change to offices across campus. Once all signatures are obtained, please submit to the Office of Records who will then process it and provide final notification to the dis-list.

Records Office Staff,

Please process a change of status for \_\_\_\_\_ (student name) / \_\_\_\_\_

(student ID) with an effective date of \_\_\_\_\_.

The student is (\*check one):

- Making a change of plans for \_\_\_\_\_ term and year
- Voluntarily withdrawing during \_\_\_\_\_ term and year
- Medically withdrawing during \_\_\_\_\_ term and year
- Being administratively withdrawn during \_\_\_\_\_ term and year

*\*Before checking the box, please consult the college catalog for policies and procedures related to change of plans and withdrawals.*

The reason is because (may check more than one):      Health      Personal      Academic      Financial      Other

If you would like to provide further detail as to this reason, please do so here:

**Please note:** A change of status may affect future status if the student is receiving any of the following: financial aid, social security benefits, VA benefits, Yellow Ribbon recipients, and/or scholarships. The student’s ability to purchase insurance as a student, to maintain athletic eligibility, or to maintain a student visa may also be affected. A change of status from Millsaps College does not indicate a clearance of financial or other obligations. All obligations to the College must be met regardless of student status. Refunds are made according to the refund schedule listed in the college catalog and by federal regulations.

Student Signature and Date \_\_\_\_\_

Employee Signature and Date \_\_\_\_\_ (see instructions above)

Business Office Signature and Date \_\_\_\_\_ (not needed for change of plans)

Records Office Signature and Date \_\_\_\_\_