

## 02.11 Change of Registration Status (and Impact on Financial Aid)

### Description

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Official withdrawal dates, inactive dates, and other changes of status (i.e., full-time to part-time) are, for purposes of determining account balances and financial aid, determined when a student formally changes his or her status with the Associate Dean of Academic Affairs (undergraduates) or the Associate Dean of Graduate Studies (graduates). The date of withdrawal will be the date that the student officially withdraws or is withdrawn by the School, or the last date of attendance, whichever is earliest. The official “Change of Status” form, which is initiated by the student, alerts the Registrar’s, Bursar’s, Financial Aid Offices, and other appropriate offices at the University to adjust the student’s account.

Federal regulations determine how the Financial Aid Office calculates the adjustments to financial aid awards to reflect reduced tuition and fees. These regulations do not permit us to prorate aid in the same manner that charges are assessed. Essentially, any credit balance created by reduced charges must first be used to repay federal aid, next to state aid, third to the institution’s aid program, and then to the student.

- Undergraduate students requesting a reclassification to/from full-time, part-time, or inactive status, must obtain change-of-status approval in advance from the Associate Dean of Academic Affairs.
- Graduate students do not require permission to change to/from full-time/part-time, but are strongly encouraged to consult with their academic advisor and Financial Aid first
- Graduate students must obtain approval from the Graduate Dean before they will be allowed to register for inactive status.
- All students who wish to withdraw from the Eastman School of Music should consult first with the Associate Dean of Academic Affairs.
- Because international students are required to carry a full-time load, they must first receive approval for the International student Office before they will be permitted to drop any coursework that might reduce their load to less than full-time.

### Date

2024/07/06