

# Undergraduate Admission- Change of Term Form

Tennessee State University—Please complete and submit to address below

## Change of Admission Term Policies:

1. Change of admission term may only be granted for up to one term after the **original** term of admission, for example if your original application was for Fall you may only request a change to the Spring, otherwise you must submit an updated admissions application.
2. Applicants who wish to enroll in classes in a term prior to their original admission term (1 semester only) must also submit this form.
3. Applicants changing their term of admission must separately contact the Offices of Financial Aid and Housing to determine the status of any previously awarded aid or housing assignment. Additionally students who enrolled in classes in the original term should access myTSU to ensure that they are properly withdrawn from those classes.
4. Applicants changing their term of admission who have previously been awarded a scholarship should consult the department who awarded the scholarship to inquire about eligibility
5. Applicants changing their term of admission who have previously submitted a separate application for a limited access program such as Nursing, Dental Hygiene, etc must separately contact that program for instructions.
6. Students who submit this form are not guaranteed admission in their new term. Admission will be based on meeting admissions requirements.

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

\_\_\_\_\_

**Current Admission Term**

\_\_\_\_\_

**New Admission Term**

(no more than one term beyond or more than one term prior to the **original**)

**(Request for Change of Term must be submitted by the application deadline for the New Admission Term: Fall – Jul 1, Spring Nov 1, Summer Apr 1)**

## Attendance at another college/university since your current application to TSU:

I DID \_\_\_\_ or DID NOT \_\_\_\_ attend another college or university since my current application.

Name of College/University attending or attended since current application to TSU:

Term/Semester enrolled: \_\_\_\_\_ Number of credits enrolled or in progress: \_\_\_\_\_

An official transcript showing grades for all coursework attempted will be required before an admission decision is made. TSU will evaluate the application based on the coursework attempted/completed at all colleges/ universities. A **Final official high school transcript** is also required for those applicants who were originally admitted prior to their high school graduation date.

**Your Major for New Term:** \_\_\_\_\_

## Your address for correspondence for the new term:

Street Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

E-Mail Address \_\_\_\_\_

## Statement of Understanding:

My signature on this form certifies that I am requesting to change my term of admission to Tennessee State University and that I agree to the conditions stated in the Change of Admission Term Policy listed above. I also understand that withholding requested information in this application or giving false information may make me ineligible for admission or subject to dismissal. With this in mind I certify that the information contained herein is correct and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Office of Admissions, 3500 John A. Merritt Blvd, Nashville, TN 37209 - Fax 615-963-2930