

THE UNIVERSITY OF  
**MEMPHIS**

Graduate School

**Return COMPLETED To:**

Graduate Admissions  
FedEx Inst. of Technology Bldg, Suite 201  
University of Memphis  
Memphis, TN 38152  
Phone: (901) 678-3685; Fax: (901) 678-0378  
Email: graduateadmissions@memphis.edu

**GRADUATE ADMISSIONS**

**Academic Program / Semester Update Form**

(This form is interactive).

This form is used to change the term or concentration either within an *applicant's* submitted application, or within a *student's* existing academic program (into which they have been accepted), or for a student to reapply for admission if they applied using Banner's legacy application system (student does not have a CAS ID). Please complete all three steps below.

**STEP 1: Fill out the following general information:**

UID: U \_\_\_\_\_ or Applicant CAS ID# \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Address: \_\_\_\_\_

**STEP 2: Complete the section below to 1) add/readmit/change a program, 2) drop a program or 3) change your starting semester.**

**1) ADD/READMIT/CHANGE PROGRAM**

Department: \_\_\_\_\_  
Degree: \_\_\_\_\_  
Major/Certificate: \_\_\_\_\_  
Concentration: \_\_\_\_\_

Online Only? Yes No

Effective: Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Will you complete your current degree program(s)? Yes No N/A If yes, when? \_\_\_\_\_

**2) DROP PROGRAM**

Department: \_\_\_\_\_  
Degree: \_\_\_\_\_  
Major/Certificate: \_\_\_\_\_  
Concentration: \_\_\_\_\_  
Effective: Semester: \_\_\_\_\_ Year: \_\_\_\_\_

**3) CHANGE STARTING SEMESTER**

Changing Start Semester? Yes ☐ No ☒  
Change Semester to: \_\_\_\_\_ Change Year to: \_\_\_\_\_  
Degree: \_\_\_\_\_  
Major/Certificate: \_\_\_\_\_

**ADDITIONAL COMMENTS**

**STEP 3: Student and academic department signatures are required prior to sending this form to the Graduate School**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Sign) (Print)

**APPROVAL:**

Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Sign) (Print)

By signing this form, the student agrees to meet all departmental and university requirements and procedures for admission, readmission, dropping a program or changing the term for which he or she chooses to begin enrollment

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