



Change Term of Admission Office of Undergraduate Admission

Requirements:

1. A change of admission term may only be granted for 2 terms after, or 1 term before, the **original** term of admission - this includes the Summer term. If you were denied admissions or this is your second request to change an admissions term, you must submit a new application and fee. Denied applicants cannot submit this form. .
2. **Applicants changing their term of admission must notify** the following offices: 1) Financial Aid to review aid package, 2) Housing to modify housing assignment, and, if enrolled in classes in the original term, 3) the Registrar’s Office to ensure proper withdrawal from classes to avoid tuition & fee charges. Applicants interested in limited access programs should contact these programs for more information.
3. Applicants changing their term of admission who have previously been awarded a Tuition Waiver must re-apply for a waiver for the new term.
4. Submission of this form does not guarantee admission in the new term. Moreover, it will be processed based on space availability and the applicant’s admissibility for the new term.

Complete this form to request a change to your original term of admission and send it to Undergraduate Admissions before the application deadline for the new admission term. You may submit this form by emailing it to undergrad@fgcu.edu or faxing it to 239-590-7894. You can send it by mail to 10501 FGCU Boulevard South Fort Myers, FL 33965-6565.

UIN:	Last Name:	First Name:
Original Admission Term (Term and Year):	New Admission Term* (Term and Year):	*2 terms after, or 1 term before, original admission term
Did you attend another college or university since your original term of admission? Yes No		
Name of prior college or university:	Number of Credits Completed or In Progress:	Term Enrolled:
Class Schedule An official college transcript showing coursework in progress or completed is required in order to make an admission decision. A final official high school transcript is also required for applicants with less than 60 transferrable credit hours.	List Course Number and Title	

Conduct Disclosure: Applicants must answer the following questions to complete the admissions process.

1. At any previous educational institution, have you ever been found in violation of any policy regarding academic dishonesty, cheating, plagiarism, or any act of behavioral misconduct? **Circle either: Yes No**

2. Are you currently charged with a criminal violation of any kind;
OR
Have you ever been charged with a criminal violation of any kind, which resulted in any form of sentence or punishment, including charges in which adjudication was withheld on any form of condition (e.g. completion of a treatment program, a period of court supervision, etc.). NOTE: Do not include current or past traffic violations in which the only outcome was (or is limited to) a fine.
Circle either: Yes No

If you marked “YES” for one or both questions, you must provide a full explanation and copies of all official court/educational documents - go to the [Admissions Clearance Conduct Form](#) for more details. Failure to provide this information will delay an admissions decision.

Update Address, Telephone Number and Email Address			
Street Address:			Telephone Number:
City:	State:	Zip Code:	E-Mail Address:

Application Signature and Certification:

By marking “YES”, you certify that the information given on this form is complete and accurate, and you understand that to make false or fraudulent statements may result in disciplinary action, denial of admission and invalidation of credits or degrees earned. If admitted, you agree to abide by the policies of the Board of Governors and the rules and regulations of this university. Moreover, you understand the requirements of changing your admission term as stated above. You further understand that admission to the university does not necessarily guarantee admission to limited access programs, and that further application materials may be required for these programs prior to admission. You agree to the release of any transcripts and test scores to FGCU; moreover, you understand that all documents submitted to Undergraduate Admission become the sole property of FGCU and may not be released to the applicant or a third party.

Signature

Date
