

Graduate Admission Status Change procedure

This procedure will be used for any students who are admitted to a graduate program with any status other than GS – Good Standing. This will apply to those admitted as PROV – Provisional, SPCO – Special Conditions, and PSPC – Provisional/Special Conditions.

- Once a student satisfies their provisions and/or conditions, the department will need to change their status to good standing using the Admission Status Change form. Individuals will be designated by their unit as having the authority to complete the admission status change form. The form can be found at:

<https://louisville.edu/graduate/forms/admission-status-change>

- Graduate Admissions Holds will be placed approximately one week prior to the beginning of registration on all current students whose status has not been changed to good standing. The holds are reflected as follows:

Service Indicator Code: GA – Graduate Admissions Hold

Service Indicator Reason Code: ADMST - Admissions Status Hold

- To lift the hold, follow the instructions below. Again, only those individuals designated by their unit will be able to lift the Graduate Admission Holds.
 - Navigation: Main Menu > Campus Community > Service Indicators > Person > Manage Service Indicators
 - Click on the service indicator code that you wish to release.

Manage Service Indicators

Student Test

1251014



Display:

Effect

All

Institution

University of Louisville

[Refresh](#)



[+](#) [Add Service Indicator](#)

Service Indicator Summary									
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
BIL	Tuition Statement	SF-Outstanding Balance Email	UOFL1	4115	Sum 2011			06/15/2011	
DAU	Eligible for Advisement Report	Eligible for Advisement Report	UOFL1					10/19/2011	
FIN	Financial Hold	Student Account Not Current	UOFL1	4128	Fall 2012			02/21/2013	
GA	Graduate Admissions Hold	Admissions Status Hold	UOFL1	4138	Fall 2013				
H1	Higher One	Address Info to Higher One	UOFL1	4092	Spr 2009			04/28/2009	
PDG	Previous Degree Receipt	Ineligible-Unaccredited School	UOFL1	4112	Spr 2011				
VSL	Visiting Student Letter	Visiting Student Letter	UOFL1	4125	Sum 2012				

[+](#) [Add Service Indicator](#)

- Click the yellow 'Release' button

Edit Service Indicator

Student Test

1251014

Release

*Institution: University of Louisville
*Service Indicator Code: Graduate Admissions Hold
*Service Ind Reason Code: Admissions Status Hold
Description:

Effect: Negative

Effective Period			
Start Term:	<input type="text" value="4138"/> Fall 2013	End Term:	<input type="text"/>
Start Date:	<input type="text"/>	End Date:	<input type="text"/>

Are you sure you want to release this Service Indicator?

OK

Cancel

4. Click 'OK', if you do indeed wish to release this service indicator
 5. Lifting the hold only and not completing the Admission Status Change form will result in the hold being placed on the student again as the student will still be considered not in Good Standing.
- Returning students who were admitted in PROV/SPCO/PSPC status who wish to re-enroll will be evaluated to determine if their conditions were met. Upon submitting a request to re-enroll form to the registrar's office, the registrar's office will forward for review by SIGS. If the student is not eligible to be changed to good standing, a Graduate Admissions Hold will be placed on the student account prior to the processing of the re-enrollment form.