

Schedule Revision Request

Student Name: _____ Student ID:

School/College: _____ Major _____ Campus: _____

Year: Fall Intersession Spring May Term Summer

DROP

ADD

Class Number	Subject Area	Catalog #	Sec.	Credits	Class Number	Subject Area	Catalog #	Sec.	Credits	Consent Signature	
										Instructor	Dept. Head

Student Signature (Required): _____ Date: _____

Advisor Signature: _____ Date: _____

Dean or Designee Signature (If applicable) _____ Date: _____

All students may add and drop courses from the time that registration opens through the second week of the semester without special permission. During the time this time period, matriculated students may add and drop courses via the Student Administration system. Non-degree students must complete and submit this form to the Registrar's office. No additional signatures are required during this time period. Courses dropped during this period are not recorded on the student's record.

During the third and fourth weeks of the semester, a student may add courses through the Office of the Registrar with consent of the student's course instructor, advisor, and the head of the department offering the course. After the fourth week of the semester, the permission of the student's dean is also required.

If a student drops a course after the second week of the semester, a "W" for withdrawal is recorded on the transcript. From the third through the ninth week of the semester, a student must obtain the advisor's signature to drop one course. To drop more than one course during that period, a student must obtain both the advisor's and the dean's signatures.

To drop a course after the ninth week, the student needs the advisor's recommendation and the permission of the dean of his or her school or college. The dean grants permission to drop a course after the ninth week for extenuating circumstances beyond the student's control. Exceptions are not made for the student's poor academic performance. Some schools may require a petition to drop after the 9th week.

Non-degree students, please contact the non-degree advisor at the campus you are attending to determine whose signatures are required to Add and/or Drop a course after the second week of classes.