



**Change of Course Request Form – Undergraduate Students**

Student ID: 000

Student Home School: **A&S**      **BLR**      **ENG**      **PBDY**

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

Term/Year (e.g., Fall 2016): \_\_\_\_\_

<b>DROP</b>	SUBJECT AREA	COURSE NUMBER	SECTION	YES CLASS NUMBER	Day/Time	<b>INSTRUCTOR APPROVAL</b> <i>Required after 11<sup>th</sup> day of class. Attach written/email communication as appropriate.</i>				

Will dropping any above course(s) leave you below 12 credit hours?*	Y / N	<b>NOTE:</b> <b>Effective date is the date form is received by the home school's Office of Academic Services</b>
Are you planning to graduate this semester or next?*	Y / N	
Are you now, or have you ever been on academic probation?*	Y / N	
Are you taking a graded course "Pass/Fail" other than that which you are dropping?*	Y / N	

*\*If you answered YES to any question above, dean's approval is required. Courses dropped after the deadline to "drop with no entry on the record" will be entered on the student's record with a grade of W. No course can be dropped after the published deadline for withdrawal.*

<b>ADD / EDIT</b>	SUBJECT AREA	COURSE NUMBER	SECT.	YES CLASS NUMBER	Day/Time	Will this add put you above 18 hours? Y/N	Request For Audit? Y/N**	Request for Pass/Fail grade basis in a typically graded course? Y/N***	<b>INSTRUCTOR APPROVAL</b> <i>Attach written/email communication as appropriate.</i>	

\*\*Certain courses are not eligible to audit. No permanent record is kept of audited courses.

\*\*\* Must meet pass/fail eligibility requirements.

\_\_\_\_\_  
Adviser's PRINTED NAME & Signature      Date

\_\_\_\_\_  
Math DUS approval      Date  
*(Required for changing sections of or adding Math courses.)*

\_\_\_\_\_  
Student's Signature      Date

\_\_\_\_\_  
\*Advising Dean's approval (if necessary)      Date

Students, please return forms to your school's Office of Academic Services: **Arts and Science** = 350 Buttrick Hall; **Blair** = 2400 Blakemore Avenue; **Divinity** = Divinity 115; **Engineering** = 104C Featheringill Hall; **Graduate School** = 117 Alumni Hall; **Law School** = 152 Law Building; **Nursing** = 211 Godchaux Hall; **Medicine** = 303C Light Hall; **Owen** = 209 Management Hall; **Peabody** = 211 Peabody Administration Building