



## SCHEDULE REVISION REQUEST

FIRST NAME \_\_\_\_\_

LAST NAME \_\_\_\_\_

STUDENT ID # (SEVEN DIGITS) \_\_\_\_\_ NETID \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

YEAR \_\_\_\_\_

FALL     
  SPRING     
  SUMMER SESSION I  
 INTERSESSION     
  MAY TERM     
  SUMMER SESSION II     
 SUMMER SESSION IV

### DROP COURSES

CLASS NUMBER	SUBJECT AREA	CATALOG NUMBER	SECTION NUMBER	UNITS

### ADD COURSES

#	CLASS NUMBER	SUBJECT AREA	CATALOG NUMBER	SECTION NUMBER	UNITS
1					
2					
3					
4					
5					

- During the third and fourth weeks of the semester, a student may add courses through The Graduate School with consent of the student's course instructor, advisor, and the head of the department offering the course.
- If a student drops a course after the 10th day of the semester, a "W" for withdrawal is recorded on the transcript.
- To drop a course after the ninth week, the student needs the advisor's written recommendation and the permission of the dean of The Graduate School. The dean only 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.

**CONSENT SIGNATURES FOR ADDING COURSES**

#	INSTRUCTOR NAME	INSTRUCTOR SIGNATURE
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____

#	DEPARTMENT HEAD NAME	DEPARTMENT HEAD SIGNATURE
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____

**ADVISOR NAME** \_\_\_\_\_  
(REQUIRED)

**DATE** \_\_\_\_\_

**ADVISOR SIGNATURE** \_\_\_\_\_  
(REQUIRED)

**DEAN OF THE GRADUATE**  
SCHOOL OR DESIGNEE \_\_\_\_\_  
(IF APPLICABLE)

**DATE** \_\_\_\_\_