REGISTRAR’S OFFICE  
COURSE CHANGE FORM  

TERM/YEAR _____/______  

Student Name (LAST, first, middle): ______________________________________ 
Student ID# ____________________  

Both Student’s and Advisor’s signatures needed to process all course changes.  

Student’s Signature: ______________________________________________________ Date: _______________  
Advisor’s Signature: ______________________________________________________ Date: _______________  

<table>
<thead>
<tr>
<th>To be completed by Student</th>
<th>To be completed by Instructor (if required)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept.</td>
<td>Course number and section</td>
<td>Credit hours</td>
</tr>
<tr>
<td>Add; P/NP; Audit; Drop: WD</td>
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Please review policies on Adds, Drops, Audits, Pass/No Pass and Withdrawals on the back of this page.  

Time Overlap Permission  
Both instructors’ signatures required.  

Amount of time missed from classes: ____________________________________________________  
Course # _______ Signature of instructor: ____________________________________________________  
Course # _______ Signature of instructor: ____________________________________________________  

Independent Study  

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course Number</th>
<th>Credit hours</th>
<th>Title</th>
<th>Instructor’s Signature</th>
<th>Program Coordinator’s Signature</th>
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</thead>
<tbody>
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Office Use Only  
Initials: ____________________  
Date: ___________
Policies and Instructions

1. Reasons.
   a. An instructor may allow a student to add or audit a class (1) on the second week of classes; (2) if the class is closed; 
      (3) without having the pre-requisite; or (4) Other (i.e. Music program).

2. Instructions.

   A. Students may add or drop any open semester course using the online registration system (“myGoucher”) during the open 
      add/drop period, which ends on the fifth business day of the semester. Between the fifth and tenth business days of the 
      semester, students may add or drop courses by submitting a course change form to the Office of the Registrar, but may 
      add a course only with the permission of the instructor and their advisor. (Permission to add a course during this period 
      is granted at the instructor’s discretion and is not automatic, as joining a class late can put a student at a significant 
      disadvantage.) To add a course during the second week of the semester, the form must be signed by both the instructor 
      and the student’s advisor; to drop a course, only the advisor’s signature is needed. Students may not add a course 
      after the tenth business day.

   B. Closed/full courses can be added if the instructor agrees to allow the student into the closed/full course. The instructor 
      and the student’s advisor should sign the Course Change (add/drop) form and submit the form to the Registrar’s Office 
      by the deadline.

   C. An instructor may choose to override a course prerequisite and allow a student to add a course even though they have not 
      completed the course prerequisite. The instructor and student’s advisor should sign the Course Change (add/drop) form 
      and submit the form to the Registrar’s Office by the deadline.

   D. An open 7-week course may be added through the first 3 days of the 7-week term without instructor permission. On days 
      4 and 5 of the 7-week term the instructor must give permission for the student to add the course by signing a Course 
      Change (add/drop) form along with the student’s advisor. To add a course after day 5 of the 7-week term the student will 
      need to petition for a late add, with the approval of the instructor, to the Associate Provost for Undergraduate Studies. A 
      student may drop a 7-week course through the end of the 5th day of the 7-week term.

3. Auditing a course. To audit a course the student needs to obtain the approval signatures of both the instructor and their 
   advisor on a Course Change (add/drop) form. The form should then be submitted to the Registrar’s Office by 10th business 
   day of the semester.

4. Selecting Pass/No-Pass grading for a course. A student may take up to two courses in an academic year on a Pass/No-Pass 
   basis. To select a course for pass/no-pass credit, a student only needs their advisor’s signature on the Course Change 
   (add/drop) form, which they should submit to the Registrar’s Office by the 10th week of the semester. The instructor’s 
   approval is not required.

5. Withdrawing from a semester course. A student may withdraw from a semester course after the tenth business day of the 
   semester and before the course withdrawal deadline (week 10); in that case the student will receive a grade of “W” for the 
   course. This action, and the recorded grade of W, does not change the enrollment status of the student or the number of 
   credits in which the student is officially enrolled. To withdraw from a course, a student needs only the advisor’s signature 
   on the Course Change form before submitting it to the Registrar’s Office.

6. Course Time Conflict Overrides. If a student wishes to take two courses that time conflict/overlap, the student must obtain 
   the approval from the instructor for the time conflict override by having the instructor and their advisor sign the Course 
   Change form and submitting the form to the Registrar’s Office by the deadline to add a course.

7. Independent Studies/Work. To add an independent study a student should have the instructor, the program director, and 
   their advisor all sign the Course Change (add/drop) form in the independent study section. The form should then be submitted 
   by the student to the Registrar’s Office by the deadline to add a course for that term.

8. Internships. Students must contact the Career Education Office (CEO) to add an internship. The CEO will send approved 
   paperwork to add an internship for a student to the Registrar’s Office.