Administrative Course Change Form

This form may be used for:

- Documented scheduling changes over which the student has no control.
- Documented University error or documented medical circumstances.
- Time Conflicts must have approval from accommodating department.
- Memo from department chair required if this form is completed after census date.

Students who are not registered cannot use this form.

<table>
<thead>
<tr>
<th>Student Information</th>
<th>DROP</th>
<th>ADD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Information</td>
<td>CRN</td>
<td>Course Information</td>
</tr>
<tr>
<td>Name: John Smith</td>
<td>34512</td>
<td>MC 1301.002</td>
</tr>
<tr>
<td>ID #: A00453123</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason: 4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student Signature Required to complete transaction

- Signature: John Smith
- Date: 08/31/11

After Census Date (4th/12th) a memo from department chair must accompany this form if ADDING a student to a new course.

REASONS:  
1. Class cancelled  
2. Class split  
3. Class changed time  
4. Class changed location  
5. Advising Error  
6. Course needed to graduate this semester  
7. Documented Medical Circumstance  
8. Improperly enrolled – Dept/Faculty Error  
9. Discussed with Registrar

SIGNATURES  
Chair Signature
Date

Chair Signature
Date
6. An Administrative Schedule Change enables one or more departments to change the student's schedule.

7. The department chair(s) must assure that the Administrative Schedule Change meets the following criteria.
   
   a. Classes to be added and dropped must be approved by all affected departments.

8. The Administrative Schedule Change form ([Attachment B](#)) must be completed and filed with the Registrar no later than the census date.

   - 3 week session = 2 class days
   - 4 week session = 4 class days
   - 5 week session = 4 class days
   - 8 week session = 6 class days
   - 10 week session = 7 class days
   - 12 week session = 9 class days

   Each change must have the student's signature before it will be processed.

   a. In the case of an off-campus class, contact the Registrar's Office if an extension is required.
   b. All administrative Schedule Change forms processed after the census date must have documentation attached supporting the reason for late add or drop.