



Course Change Notice

___ Fall Semester ___ Spring Semester ___ Summer Session

Date ___/___/___

INSTRUCTIONS: Students using this form **after Drop/Add Day** must obtain all required signatures, pay the fee at the Student Accounts Office (exceptions to payment of the fee are noted in the Student Handbook) and deliver the form to the **Registrar's Office**. The change will not be official until the form, **fully completed**, is received by the Registrar before close of business, **prior to the last ten class days of the semester**. In courses less than a semester in length, withdrawal is allowed prior to completion of 85% of the class meetings.

ID# ___/___/___ Name (Print) _____
Last First MI Curriculum No.

COURSES DROPPED

CRN #	Course Number	Section No.	Course Title

A second withdrawal from the same course is NOT PERMITTED. A second "W" reverts to "F".

COURSES ADDED

CRN #	Course Number	Section No.	Course Title	(Check if you have taken this course before and not withdrawn)	Instructor's Signature	Date

My student load is now changed from ___ to ___ credit hours. I understand that full-time students are not permitted to drop courses below a 12 credit hour load unless exceptional circumstances exist. **In such cases, I understand that written approval of the Academic Dean is required.**

DROP/ADD FEE WAIVED.

Director of Academic Information, Records & Registration

TO BE COMPLETED BY STUDENT SERVICE CENTER

Date Fee Paid _____

Receipt No. _____

Authorized Signature _____

White-Registrar Yellow-Academic Dean Pink-Student

SIGNATURE OF STUDENT

Advisor or Dept. Chairman

Approved _____
Student's Academic Dean

Drop below 12 credit hours is approved
_____ Dean's Signature (required)