Section or Credit Changes

During Add/Drop Period:

- **FORM:** “Course Change Request”
- **SIGNATURE:** student and instructor
- submit to Registrar’s Office, 213 Whitmore

After Add/Drop Period, Before Mid-Semester:

- **FORM:** “Course Change Request”
- **SIGNATURE:** student and instructor
- submit to Registrar’s Office, 213 Whitmore

After Mid-Semester:

- **Only allowed in cases of extenuating circumstances**
(poor performance in the class is not acceptable grounds)
- **REQUIRES:** advising from Academic Dean’s Office before filling out forms
- **FORM:** “Course Change Request”
- **SIGNATURES:** student, instructor, and Academic Dean, SPHHS

“Course Change Request” forms available:

Registrar’s Office, 213 Whitmore
Academic Dean’s Office, 125 Arnold House