

Fall

Spring

Year

Last Name

First Name

M.I.

8-Digit I.D. Number

ADDING A CLASS: *ALL CLASS NUMBERS NEED TO BE COMPLETED TO ADD COURSE*

Subject Area

Catalog Nbr

Units

Instructor Name (PLEASE PRINT)

LECTURE

Class Number

Sec.

DISCUSSION

Class Number

Sec.

LAB

Class Number

Sec.

VARIABLE CREDIT COURSE (e.g. 696, 699, 799, 899):

If you need to adjust the credit value on a variable credit course, list the course above and indicate the correct number of credits here:

CHANGE CLASS TO AUDIT AND AUDIT POLICY:

A graduate student may change a course to audit status at any time prior to the last day of classes, provided this is not being done to avoid a failing grade.

Is the student passing the course at the time of this change?
(Please specify which course in the "Adding a Class" section above.)

Yes

No

DROPPING A CLASS AND DROP POLICY:

1. Up to and including ten days from the beginning of the semester, a student may drop a course without financial penalty or academic record.
2. After a drop/drop period ends, a grade of **DR** will be recorded to indicate a withdrawal.
3. After eight weeks from the beginning of the semester, (and not past the last date of classes for that semester) a grade of **WP** or **WF** will be recorded, as indicated by the instructor.

Subject Area

Catalog Nbr

Units

Class Number

Sec.

Did Not Attend
or

Withdraw Passing
or

Date Last Attended

Withdraw Failing

Instructors Signature: _____

Date: _____