

# GRADUATE ADD/DROP FORM

LAST NAME (print), FIRST M. I.

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UT EID

STUDENT SIGNATURE DATE

After all add/drops are processed, I will be registered for \_\_\_\_\_ semester hours.

## PROCEDURES:

1. Complete all required portions of this form.
2. Verify all unique numbers.
3. Obtain required signatures.
4. Return form to department or Graduate School as appropriate.
5. Keep a copy of signed form as proof of transaction.

Consult Course Schedule for specific dates.  
Consult Graduate Catalog for specific regulations.

White copy: Registrar  
Yellow copy: Graduate Dean

## SIGNATURES:

PROGRAM GRADUATE ADVISER DATE

GRADUATE DEAN DATE

COMMENTS

## DROP COURSE:

COURSE ABBR. COURSE NUMBER

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UNIQUE NUMBER

### DELETE DROP

Through the 12th day of a semester or the 4th day of a summer term, you may drop a course with a refund. Consult your graduate adviser.

### Q DROP

From the 13th through the 20th day of a semester or the 5th through the 10th day of a summer term, you may drop a course with NO refund and receive the symbol Q with the approval of your graduate adviser and the Graduate Dean.

### Q/F DROP

After the 20th day of a semester or the 10th day of a summer term through the last class day, you may drop a course with the approval of the instructor, your graduate adviser and the Graduate Dean. The instructor will determine whether the symbol Q or a grade F will be recorded.

INSTRUCTOR: ASSIGN Q OR F \_\_\_\_\_

INSTRUCTOR'S SIGNATURE DATE

## INTERNATIONAL STUDENTS

To drop below nine (9) semester hours, international students must notify and have written signature of the International Office.

INTERNATIONAL OFFICE DATE

## ADD COURSE:

You may only add a course through the 12th day of a semester or the 4th day of a summer term. Consult your graduate adviser.

\_\_\_ Letter-grade basis

\_\_\_ Credit/No Credit basis

COURSE ABBR. COURSE NUMBER

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UNIQUE NUMBER

## INSTRUCTOR APPROVAL

## CHANGE GRADE STATUS:

Check course schedule for deadline.

\_\_\_ To Letter-grade basis

\_\_\_ To Credit/No Credit basis

COURSE ABBR. COURSE NUMBER

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UNIQUE NUMBER