

Department of Curriculum & Instruction

**REQUEST TO ADD/DROP A COURSE
OR
REQUEST TO CHANGE A COURSE TO/FROM CREDIT/NO CREDIT**

This form may be used for Add/Drops or Grade Change Status Changes made before the 12th class day of the Fall or Spring semesters or the 4th class day of Summer sessions. Instructor signatures are required for full or restricted courses.

Turn this form in to the Graduate Student Services Office (SZB 436)

Name _____ UTEID _____ Date _____ Sem./Yr Enrolling _____
Home/Cell Phone _____ Office Phone _____ Email _____

ACTION: (check one)	COURSE #	UNIQUE NUMBER	GRADE STATUS (check one)	INSTRUCTOR SIGNATURE (Only required if a course is full or restricted)
<input type="checkbox"/> Add <input type="checkbox"/> Drop <input type="checkbox"/> Change Grade Status			<input type="checkbox"/> Credit/ no credit <input type="checkbox"/> Letter grade	Signature: _____ Print Name: _____
<input type="checkbox"/> Add <input type="checkbox"/> Drop <input type="checkbox"/> Change Grade Status			<input type="checkbox"/> Credit/ no credit <input type="checkbox"/> Letter grade	Signature: _____ Print Name: _____
<input type="checkbox"/> Add <input type="checkbox"/> Drop <input type="checkbox"/> Change Grade Status			<input type="checkbox"/> Credit/ no credit <input type="checkbox"/> Letter grade	Signature: _____ Print Name: _____
<input type="checkbox"/> Add <input type="checkbox"/> Drop <input type="checkbox"/> Change Grade Status			<input type="checkbox"/> Credit/ no credit <input type="checkbox"/> Letter grade	Signature: _____ Print Name: _____

Reminders:

- Complete and turn in an **Individual Instruction Consent Form** if registering for any independent study courses.
- You may take 20% of your program on a Credit/No Credit Basis.

For use in departmental office:

Form Processed by: _____(initials), on _____(date) 01/20/16 (asf)