

NAME (Last Name, First Name, MI) \_\_\_\_\_

Student ID# \_\_\_\_\_

Classification \_\_\_\_\_

Term \_\_\_\_\_

### SECTION 1 - COURSE PERMIT DURING FREE DROP/ADD PERIOD

**DIRECTIONS:** This section is used only during the free drop/add period to obtain the instructor's permission to add a course that cannot be added through UDPHONE or SIS+ Personal Access.

- 1 - Obtain the instructor's signature approval.
- 2 - Return the form to the department's office coordinator for processing **PRIOR TO THE END OF THE FREE DROP/ADD PERIOD.** Check Registration Booklet for Date.

**EXAMPLE:**

ENGL	262	010		
ALPHA CODE	COURSE#	SECTION #		
				STANDARD GRADING _____ PASS/FAIL _____ AUDIT _____
			CREDIT AMT	

COURSE TITLE \_\_\_\_\_

INSTRUCTOR'S SIGNATURE APPROVAL \_\_\_\_\_

DATE \_\_\_\_\_

### SECTION II - SCHEDULE CHANGES AFTER FREE DROP/ADD PERIOD

**DIRECTIONS:** 1 - PRIOR TO THE ACADEMIC PENALTY DEADLINE, course withdrawals and grade option changes should be done through UDPHONE or SIS+ Personal Access. Students withdrawing from courses after free drop/add will receive a grade of "W" and tuition will be charged. See the registration booklet for instructions. Use this section of the form to add a course or make a section change after the free drop/add period. You must obtain the instructor's approval and the approval of the dean of your college. Section changes during this period do not require dean's approval. **There is a one time \$20 processing fee each term.**

- 2 - AFTER THE ACADEMIC PENALTY DEADLINE, all schedule changes are done on this form and **ALL** require the instructor's signature and the approval of the dean of your college.
- 3 - After obtaining all the necessary signature approvals, submit the form to the Student Services Building for processing. **There is a one time \$20 processing fee each term.**

ADD _____ WITHDRAW _____ GRADE OPTION _____ CHANGE _____					STANDARD GRADING _____ PASS/FAIL _____ AUDIT _____	INSTRUCTOR'S _____ SIGNATURE _____ _____ DATE _____
ADD _____ WITHDRAW _____ GRADE OPTION _____ CHANGE _____					STANDARD GRADING _____ PASS/FAIL _____ AUDIT _____	INSTRUCTOR'S _____ SIGNATURE _____ _____ DATE _____

**SECTION CHANGE:** \_\_\_\_\_  
 ALPHA CODE COURSE # SECTION #

TO: \_\_\_\_\_  
 SECTION #

INSTRUCTOR'S SIGNATURE  
 OF SECTION TO BE ADDED

DATE \_\_\_\_\_

W \_\_\_\_\_  
 WF \_\_\_\_\_  
 F \_\_\_\_\_

DEAN'S SIGNATURE APPROVAL \_\_\_\_\_

DATE \_\_\_\_\_

## **Withdrawing from Courses or Changing Registration Status After the Academic Penalty Deadline**

### **Acceptable Reasons:**

A student will be allowed to withdraw from a course or change registration after the academic penalty deadline **ONLY** for circumstances beyond the student's control to anticipate.

For example:

- \*Illness
- \*Death of a relative
- \*Family problems
- \*Emotional difficulties

### **Unacceptable Reasons:**

Academic performance in class is **NOT** an acceptable reason for withdrawing from a course or changing registration status. **NO** changes will be permitted solely on the basis of academic performance.

### **Documentation:**

Documentation is required and must prove that the circumstances are pertinent, were unanticipated, and have occurred after the eight-week drop period, and are of such a nature and longevity as to prevent a conscientious student from completing course work.

For example:

- \*A physician or copy of a hospital bill documenting illness
- \*Family or emotional problems, must be documented by a health care professional or legal documentation
- \*Work conflicts must be documented by the student's employer indicating relevant dates

Notes from parents, guardians, spouses or faculty **WILL NOT** be considered except in conjunction with external sources of documentation.

### **Approval:**

All requests require an instructor's signature and Deans approval.

**Note:** Only courses dropped during the free DROP/ADD period are eligible for any tuition refund.