

Term of Change: Summer 2019 Fall 2019 Winter 2020

Last Name First Name Faculty Advisor

LEAVING A COURSE

IT IS THE STUDENT'S RESPONSIBILITY TO LET THE COURSE INSTRUCTOR(S) AND YOUR FACULTY ADVISOR KNOW THAT YOU ARE LEAVING A COURSE (OR COURSES).

I am leaving the following course(s):

Course Number Course Name Course Instructor Credit Value

Course Number Course Name Course Instructor Credit Value

Date Signature of Student

ENTERING A COURSE

STUDENTS MUST OBTAIN WRITTEN PERMISSION FROM THEIR FACULTY ADVISOR TO ENTER A COURSE (OR COURSES). IF THE COURSE IS IN PROGRESS, THE STUDENT MUST ALSO OBTAIN WRITTEN PERMISSION FROM THE COURSE INSTRUCTOR.

I request permission to enter:

Course Number Course Name Course Instructor Credit Value

Signature of Course Instructor (required when entering a course that is in progress)

I request permission to enter:

Course Number Course Name Course Instructor Credit Value

Signature of Course Instructor (required when entering a course that is in progress)

Signature of Faculty Advisor Signature of Student Date

SEE COURSE CHANGES AND COURSE WITHDRAWALS (PAGE 71) AND COURSE WITHDRAWAL AND REFUND SCHEDULE (PAGE 71) OF THE ACADEMIC CALENDAR 2019-2020 FOR DEADLINES FOR COURSE CHANGES AND COURSE WITHDRAWALS AND TUITION REFUND SCHEDULE FOR 2019-2020.

TO BE COMPLETED BY THE REGISTRAR'S OFFICE

Date Received by Registrar's Office Date Entered into Database Date Copy Sent to Business Office
Eligible for tuition refund. Not eligible for tuition refund Copy for Business Office