

**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 12<sup>th</sup> class day of the Fall or Spring semesters or the 4<sup>th</sup> class day of Summer sessions. Instructor signatures are required for full or restricted courses.

**Turn this form in to the Department Office (SZB 406)**

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)

11/06/09 (asf)