

**Late Change in Academic Schedule for
Masters/Doctoral/Credential Students ONLY**

Second Bachelor degree students are required to use the Undergraduate Change of Academic Program/Schedule form.

_____	_____	_____
Last Name	First Name	Term & Year of Change
_____	_____	_____
Major	Student ID #	Telephone Number

Add (Grade)	Add (CR/NC)	Drop	Change to Grade	Change to CR/NC	Department and Course Number	5-digit Class #	Instructor Signatures	Date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Current Term **OR** Retroactive

Justification: (if necessary please attach additional information):

If your request involves multiple departments, please obtain signatures from all necessary Department Chairs and Associate Deans.

_____	Date	_____	Date
Department Chair of Course		Associate Dean of Course	
_____	Date	_____	Date
Department Chair of Course		Associate Dean of Course	
_____	Date	_____	Date
Department Chair of Course		Associate Dean of Course	

_____	_____
Associate Vice President for Graduate Studies University Hall, Room 265	Date

Please see instructions on back →

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Instructions

4th Week:

1. Obtain Instructor signature of course
2. Obtain Department Chair signature of course
3. Submit form to Admissions and Records

5th Week - 12th Week:

1. Obtain Instructor signature of course
2. Obtain Department Chair signature of course
3. Submit form to Associate Dean of course
4. If approved, Associate Dean will send an electronic approval to Admissions and Records to process.
5. Student will receive an email confirmation of the decision

13th Week - 17th Week:

1. Obtain Instructor signature of course
2. Obtain Department Chair signature of course
3. Submit form to Office of Graduate Studies, Associate Vice President of Graduate Studies
4. If approved, Office of Graduate Studies will send an electronic approval to Admissions and Records to process.
5. Student will receive an email confirmation of the decision

Retroactive:

1. Obtain Instructor's signature of course
2. Submit form to Office of Graduate Studies, Associate Vice President for Graduate Studies
3. If approved, Office of Graduate Studies will send an electronic approval to Admissions and Records to process.
4. Student will receive an email notification of decision