

COURSE SCHEDULE MODIFICATION FORM

Student's Name		ID Number	
College		Major	
Academic Advisor		Term/Year	
Academic Status	<input type="checkbox"/> Clear <input type="checkbox"/> Probation (# Probations:) <input type="checkbox"/> CAS		
Cumulative Average		Last Semester Average	
Signature		Date	Mobile No.

Courses to Drop					
	CRN	Course No.	Course Title	Section	Credits
1					
2					
3					
4					
5					

Courses to Add					
	CRN	Course No.	Course Title	Section	Credits
1					
2					
3					
4					
5					
Load before change			Load after change		

Recommendation of the Academic Advisor	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	
Justification			
Signature		Date	

Recommendation of Chairperson of the Department that offers the course (to increase capacity)	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	
Justification			
Signature		Date	

Decision of the Dean (if semester load is < 12 or > 18 credits)	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	
Justification			
Signature		Date	

Action by the Registrar's Office			
Signature		Date	

Related rules: A student may drop/add courses during the first week of classes as long as the action does not result in a semester load of less than 12 credits or more than 18 credits. If the action results in a load less than 12 or more than 18, approval of the Dean of the college is required.

Cc: Registrar's Office
College