

THIS FORM IS FOR PREVIEW PURPOSES ONLY AND WILL NOT BE ACCEPTED FOR SUBMISSION

PLEASE INITIATE FORM IN DOCUSIGN

FORM GSBS41: REGISTRATION CHANGE

Instructions

Please review policies on page one, complete the necessary form fields on page two and submit for required signatures.

Students should consult with their Thesis Advisor or Graduate Program Director before making any course changes.

Graduate Students must always be registered for at least 9 credits each semester. If a drop or withdrawal causes the semester's registration to fall below 9 credits, the student must select an alternative course.

GSBS Policies

Add/Drop

Students may drop/add a course no later than 10 days following the beginning of the semester. If a student adds a new course, curricular material missed by the student during the drop/add period is NOT excluded from examination/evaluation. Matriculated students may not fall below 9 credit hours of study without permission from the Dean.

Withdrawal

Students may withdraw from a course and receive a grade of W no later than that date at which $\leq 75\%$ of the semester is complete. After that date, a student may only withdraw with the Dean's approval and must show extenuating circumstances. The course will remain on the transcript with a grade of W (withdrawn). Matriculated students may not fall below 9 credit hours of study without permission from the Dean.

Changing Registration from Credit to Audit or Audit to Credit

Students may change their registration from credit to audit or audit to credit no later than 10 days following the beginning of the semester. If a student changes from audit to credit, curricular material missed by the student while enrolled as audit is NOT excluded from examination/evaluation. Matriculated students may not fall below 9 credit hours of study without permission from the Dean.

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Student and Semester Information

Student Name:

Semester: Fall Spring Summer

Registration Change Details

Please select add, drop, withdraw, or credit change in the action field. Read GSBS Policies on page one for more information on requirements of each action.

For credit changes, please enter the new number of credits requested, or if changing to audit, enter AUD.

Action	Class No.	Course Number and Name	Credits	Course Director

Signatures

Role	Name	Signature	Date
Student			
Course Director			
GSBS Office Staff		N/A	

GSBS Office Use

Semester ID:

PSCS ID:

Distribution: All signers, Registrar, Bursar