

| | Instructor's Permission | Department Chair's Permission | Dean's Permission |
|--|----------------------------|----------------------------------|-------------------|
| Closed course | | X | |
| Prerequisite | | X | |
| Corequisite | | X | |
| All other course restrictions | | X | |
| Late Add/Drop (1 week after Add/Drop) | X | | |
| Late Add/Drop (2 weeks after Add/Drop) | X | X | |
| Late Add/Drop (3 weeks after Add/Drop) | X | X | X |
| Withdrawal after deadline and before finals week | X | | |

Note: In some cases, students may be required to obtain more signatures than required on this grid.

Student Athletes

Student athletes should discuss any adjustments in their academic schedule with their coach or Athletic Director. Student athletes who fall beneath full-time status may lose their eligibility to participate in varsity athletics.

Full-time/Part-time Status

Full-time status is defined by the university as anyone enrolled in 12 or more credits during a regular semester.

Part-time status is defined by the university as anyone enrolled in less than 12 credits during a regular semester.

Student Responsibilities

It is the student's responsibility to ensure that this form has been completed and submitted to the Registrar's Office. The Registrar's Office will provide students with an updated schedule.

Repeating a course

There are times when a student must repeat a course in order to earn a higher grade. Although the repeated classes appear on a student's transcript, only the higher grade will be calculated into the student's cumulative GPA. This can only be done up to 17 credits throughout the student's academic career. After reaching the 17 repeat credit limit, any grades earned in each repeated course will be averaged into the student's cumulative GPA.