

NAME (Last Name, First Name, MI)

Student ID#

Classification

Term

SECTION 1 – COURSE PERMIT DURING FREE DROP/ADD PERIOD

Directions: Use only during the free drop/add period to obtain the instructor's permission to add a course that cannot be added through UDSIS.

1. Obtain the instructor's signature approval for each course added.
2. Return this form to the department's office coordinator **PRIOR TO THE END OF THE FREE DROP/ADD PERIOD**. Check the academic calendar on the web or the Registration Booklet for date. **CEND** students' forms must be returned to the ACCESS Center, 850 Library Avenue, Suite 200.

Example:

ENGL 110 010
alpha code course # section #

_____	_____	_____	_____	Standard Grading _____
alpha code	course #	section #	credit hrs	Pass/Fail _____
				Audit _____
_____				_____
course title				instructor's signature approval

				date

_____	_____	_____	_____	Standard Grading _____
alpha code	course #	section #	credit hrs	Pass/Fail _____
				Audit _____
_____				_____
course title				instructor's signature approval

				date

_____	_____	_____	_____	Standard Grading _____
alpha code	course #	section #	credit hrs	Pass/Fail _____
				Audit _____
_____				_____
course title				instructor's signature approval

				date

See next page (Section II) for schedule changes to be made *after* the free drop/add period.

Withdrawing from Courses or Changing Registration Status After the Academic Penalty Period

A student will be allowed to withdraw from a course or change registration after the academic penalty deadline *only for circumstances beyond the student's control*. These may include illness, death of a relative, family problems or emotional difficulties. Less than desirable academic performance is not an acceptable reason for withdrawing from courses or changing registration status after the academic penalty period.

Documentation is required and must prove the circumstances are pertinent, unanticipated, occurred after the eight week drop period, and are of such nature and longevity to prevent a conscientious student from completing course work. Employment conflicts must be documented by the student's employer and indicate relevant dates. Physical, family or emotional problems must be documented by a healthcare professional or by legal documentation, such as a death certificate. Notes from parents, guardians, spouses or faculty will not be considered except in conjunction with the documentation listed above.

All requests require the instructor's signature and the dean's approval. Only courses dropped during the free drop/add period are eligible for a tuition refund.

Matriculated students should return their completed forms to the department's office coordinator if adding a course during free drop/add, and to the Students Services Building after the free drop/add period. Exceptions to the above are Continuing Education students who must return their forms to the ACCESS Center, 850 Library Avenue, Suite 200.