



Course Change Form

The paper Course Change Form is only to be used when the electronic Course Change Request cannot be submitted through the MyUW Student Center. This form is ONLY for late enrollment after the 2nd week of classes and late drop after the 9th week of classes. Both requests require an appeal to be considered. Please print the completed Course Change Form and obtain the required signatures. The signed form must be accompanied by the appropriate appeal letter(s) and turned into the Graduate School, 217 Bascom Hall.

Student Name:
 Email Address:

Campus ID Number:
 Your Graduate Program:

Term Fall Spring Summer Year

LATE ENROLLMENT REQUEST

The request for late enrollment requires appeal letters from both the faculty advisor and the department chair. List the class number (5 digits), session code (ex. DHH), department name (ex. Math), course number (ex. 501), class section (ex. 001), and # of credits. SAMPLE: 55555, DHH, Math 987, Section 01, 3 credits.

Add Class
 Add Class
 Add Class

 Student Signature Date

 Instructor Signature Date

Faculty Advisor Name:

 Faculty Advisor Signature Date

Department Chair Name:

 Department Chair Signature Date

LATE DROP REQUEST

The request for a late drop requires an appeal letter from the faculty advisor outlining the extenuating circumstances. Please note that poor performance in a course is not an acceptable reason for a late drop appeal. List the class number (5 digits), session code (ex. DHH), department name (ex. Math), course number (ex. 501), class section (ex. 001), and # of credits. SAMPLE: 55555, DHH, Math 987, Section 01, 3 credits.

Drop Class
 Drop Class
 Drop Class

 Student Signature Date

 Instructor Signature Date

Faculty Advisor Name:

 Faculty Advisor Signature Date