SCHEDULE REVISION REQUEST

INSTRUCTIONS:

1. Complete this form to request a revision to your schedule in the current term after approved add/drop/change deadlines have passed. Refer to the Academic Calendar to determine approved deadlines for the term.

2. Do not use this form to add courses before the census date. Adds to closed/reserved sections prior to census should be processed through the department responsible for the course.

3. Do not use this form to drop all of your courses. Instead, see REG 02.05.04 for information on how to request a withdrawal from the university.

4. For certain requests, the *SUPPLEMENTAL DATA FORM* must be submitted with this form. See asterisks in Section 2 to determine which actions require this additional form.

5. In Section 2.B., moving from one course to another after census is generally used to correct a student's registration (e.g., move a student to a lower or higher level class within the same academic subject area, change a graduate student's research class, or change sections of the same class). In these cases it is usually appropriate to not post a W grade for the course that the student is moved/dropped from.

6. **Schedule revision request of a course in which there is a pending Academic Integrity violation investigation is not permitted.** Forging signatures or altering entries approved by University officials is a violation of the *Student Integrity Policy*. Schedule revisions that do not comply with university policies, rules, and regulations will be invalidated.

Return completed forms to:

Department of Registration and Records

1000 Harris Hall

Box 7313, Raleigh, NC 27695

Fax: (919) 515-2376

SCHEDULE REVISION REQUEST

SECTION 1: To be completed by the student. Please write legibly. Instructions are on the reverse side of this form.

ID NUMBER: _____NAME: _____
                                                                                Last   First   MI

CAREER: UGRD   GRAD   AGI   DVM   NDS   MAJOR: _____

COURSE: _____   CREDIT HOURS: _____   TERM: FALL   SPRING   SUM1   SUM2
                    Prefix   Number   Section

☐ YES ☐ NO   **Do you receive FINANCIAL AID: Fellowships, Graduate Student Support Plan, Grants, Loans, Scholarships, or Work-study?**   Be aware that dropping a course could impact your financial aid for current or future semesters and may result in repayment of financial aid received. If you have questions, contact the Office of Scholarships and Financial Aid at (919) 515-2421; 2016 Harris Hall.

☐ YES ☐ NO   **Are you currently a STUDENT ATHLETE at NC State?** Course drops and changes to credit only or audit must first be approved by your academic advisor in the Office of Academic Support Programs for Student Athletes.
                                Approved By: _____   Date: _____

☐ YES ☐ NO   **Are you an INTERNATIONAL STUDENT at NC State?** Any action which **drops you below full time status**, must first be approved by the Office of International Services (OIS).
                                Approved By: _____   Date: _____

STUDENT SIGNATURE _____   DATE: _____

SECTION 2: Schedule Revision Action and Required Signatures. See the Academic Calendar for deadlines.

2.A.   Actions in this section require the signature of the student's academic advisor, Director of Undergraduate Programs, or Coordinator of Advising **AND** the student's College Academic Dean.

> ☐ Add course exceeding total credit hour limit
> ☐ Add course exceeding repeat maximum (May not be eligible for financial aid)

Advisor, Signature:_____**Date:**_____

2.B.   Actions in this section require the signature of the Instructor/Department offering the course **AND** the student's College Academic Dean . Poole College of Management courses require only signature from the college Academic Dean. **Graduate** students also need the signature of the Dean of the Graduate School.

> ☐ Add student to section after census date
> ☐ Move student after census date TO the course above, FROM (course) : _____
>   ☐ Do not assign a "W" grade (See instructions on reverse.)   Prefix   Number   Section
> * ☐ Change course to Audit after deadline   (Before census, Undergraduate Students use the Audit Request Form)
> * ☐ Change course to Credit Only after the deadline   (Not permitted for Graduate Students)
> * ☐ Change course from Credit Only to Regular Grading after deadline   (Not permitted for Graduate Students)
> *** Students** must submit a fully signed *Supplemental Data Form* along with this request.

Instructor/Department, Signature:_____**Date:**_____

2.C.   Actions in this section require ONLY the signature of the student's College Academic Dean. **Graduate** students also need the signature of the Dean of the Graduate School.

> * ☐ Drop course after deadline (Will result in a W grade unless approved for no W grade below)
>   * ☐ Drop below full-time status
>   * ☐ Approved due to extenuating circumstances   (Undergraduate Students ONLY; Drop will NOT count toward 16 hour max)
>   * ☐ Do not assign a "W" grade   (NOT permitted for Undergraduate Students)
> ☐ Other _____
> *** Students must** submit a fully signed *Supplemental Data Form* along with this request.

College Academic Dean, Signature: _____ **Date:** _____

Graduate School Dean, Signature: _____ **Date:** _____