

TO ADD OR DROP A COURSE AFTER THE DROP/ADD PERIOD **COURSE SCHEDULE CHANGE FORM REQUEST**

PLEASE RETURN COMPLETED FORM TO JODY IN WEIMER 2014

NOTE: This form is required to add or drop a class after the official Drop/Add period.

- ◆ Excessive drops are not allowed. Ordinarily, more than two drops are considered excessive.
- ◆ Signature approval of the instructor is required to add a course after the drop/add period.
- ◆ After completion of this form, a Course Schedule Change Form will need to be completed.
- ◆ *If you are on an assistantship or fellowship, be sure this course change does not interfere with your credit requirements.*

Name of Student: _____

Print your name and email address

UF ID number

DROP:

Course # _____ Section #: _____ Number of credits: _____ Semester and year of study: _____

Name of Instructor: _____ Signature of instructor not required to drop

REASON(S) FOR DROPPING CLASS:

ADD:

Course # _____ Section #: _____ Number of credits: _____ Semester and year of study: _____

Name of Instructor: _____

SIGNATURE OF INSTRUCTOR REQUIRED TO ADD A COURSE:

Approval Signature of Instructor

Date Signed

Signature of Student

Date Signed

ACADEMIC ADVISER: I, the undersigned academic adviser, have read this form and agree that this is a valid course change.

Approval Signature of Academic Adviser

Date Signed

Approval Signature of the Associate Dean, Division of Graduate Studies

Date Signed