

Schedule Revision Request

Return to: Office of the Registrar, Unit 4077
 Wilbur Cross Building, 233 Glenbrook Road
 Storrs, Connecticut 06269-4077

Student Name _____ Student ID:

School/College: _____ Major: _____ Campus: _____

Year: Fall Inter Session Spring May Term Summer Session I, II, IV

DROP

ADD

Class Number	Subject Area	Catalog #	Sec.	Units	Class Number	Subject Area	Catalog #	Sec.	Units	Consent Signature	
										Instructor	Dept. Head

Advisor (Required): _____ Date: _____

Dean (if applicable): _____ Date: _____

A student may add and drop courses via the Student Administration System from the time that registration opens through the second week of the semester without special permission. Courses dropped during this period are not recorded on the student's record.

During the third and fourth weeks of the semester, a student may add courses through the Office of the Registrar with consent of the student's course instructor, advisor, and the head of the department offering the course. After the fourth week of the semester, the permission of the student's dean is also required.

If a student drops a course after the second week of the semester, a "W" for withdrawal is recorded on the transcript. From the third through the ninth week of the semester, a student must obtain the advisor's signature to drop one course. To drop more than one course during that period, a student must obtain both the advisor's and the dean's signature.

To drop a course after the ninth week, the student needs the advisor's recommendation and the permission of the dean of his or her school or college. The dean only grants permission to drop a course after the ninth week for extenuating circumstances beyond the student's control. Exceptions are not made for the student's poor academic performance. Some schools may require a petition to drop after the 9th week.