

### Instructions

1. Include a clear justification.
2. Obtain approval and signatures from course instructor and department representative.
3. Submit to the Graduate School (Couper Administration Building 134) for final approval.
4. Submit to the Registrar (Admissions Center 112).

### Request Details

Action Requested:  Add  Withdraw  Delete  Change Grading

Are you receiving a stipend/tuition scholarship?  Yes  No

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ B#: \_\_\_\_\_

Course Name and Number: \_\_\_\_\_ Semester: \_\_\_\_\_

Title if Independent Study: \_\_\_\_\_ # of credits: \_\_\_\_\_

### Justification (please specify)

NOTE: THIS IS A REQUEST FOR CONSIDERATION ONLY

- If **processing a late add, I ACCEPT FINANCIAL LIABILITY** for tuition and fees related to course enrollment change requested on this form.
- If **processing a late drop, I understand** that I will not receive a reduction in charges in accordance with the SUNY Board of Trustees policy.
- **I understand** that academic deadlines add and drop deadlines are not related to the deadlines for determining tuition liability.
- **I agree to make payment** by the deadline on my next electronic billing statement and acknowledge that late or partial payments are subject to additional fees.
- **I understand** that outstanding balances will result in an Accounts Receivable hold that will prohibit access to registration and transcripts.
- **I understand** that I will be liable to pay the Late Add/Change/Withdraw Fee of \$20 for each late registration change requested.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Approvals

Note: 500-589 level courses cannot be graded S/U

Instructor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Action:  Add  Withdraw  Delete

Change grading to:  Letter Grade  Grade S/U

Program Director Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Action:  Add  Withdraw  Delete

Change grading to:  Letter Grade  Grade S/U

Graduate School Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Action:  Add  Withdraw  Delete

Change grading to:  Letter Grade  Grade S/U

Comments: \_\_\_\_\_

STUDENT ACCOUNTS Receipt Number: \_\_\_\_\_

REGISTRAR'S Processing Date: \_\_\_\_\_