



COMPLETE steps # 1-3 IN ORDER;  
then RETURN completed form to ACADEMIC RECORDS OFFICE

**Step#1: STUDENT'S Name:** \_\_\_\_\_

**COURSE to ADD:** ID \_\_\_\_\_ TITLE \_\_\_\_\_ Credit Hours \_\_\_\_\_

I accept responsibility for this change in my academic program. I will be enrolled in \_\_\_\_\_ credit hours after this change.

\_\_\_\_\_  
Student's Signature Date

**Step#2: ACADEMIC ADVISOR**

I have discussed this change with my advisee. I (circle one) AGREE/DO NOT AGREE with her decision to add this course. Comments:

\_\_\_\_\_  
Academic Advisor's Signature Date

**Step#3: INSTRUCTOR**

I have discussed this change with the student. I (circle one) AGREE/DO NOT AGREE with her decision to add this course.

\_\_\_\_\_  
Instructor's Signature Date

**\*\*NOTE:** Students who will be carrying more than 18 credit hours or who seek to add a course after the first 6 days of instruction must obtain approval from the Assistant Dean of the Faculty. Courses may not be added after the first 6 days of instruction unless the academic advisor, instructor and the Assistant Dean of the Faculty ALL approve.

Approval for more than 18 credit hours: YES / NO (CIRCLE ONE) New credit hour load \_\_\_\_\_

Approval to add after the first 6 days of class: YES / NO (CIRCLE ONE)

\_\_\_\_\_  
Assistant Dean of the Faculty Date