

Permission to take a Course for Audit or Pass-Fail: Complete this form and obtain all signatures required by your enrollment school and the school offering the course. Turn in this form to the Registrar's Office, Houchens 36, by the deadlines listed on the Calendar in the Schedule of Courses.

DROP/ADD FORM & GRADE TYPE CHANGE

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Year & Term
SSN/Student ID #
Last Name
First Name
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Check		Class Number	Subject	Course #	Section #	Pass/ Fail	Audit	Instructor's Signature & Department Stamp	Closed	Conflict
ADD	DROP									
ADD	DROP									
ADD	DROP									
ADD	DROP									
ADD	DROP									
ADD	DROP									

Student Signature

Advisor's Signature (if required)

Dean's Signature (if required)

Closed Classes and Time Conflicts: Students are strongly encouraged to arrange their schedules to include only available classes. However, if you find it necessary to pursue the possibility of entering a closed class, you must secure permission from the instructor or the department and/or Dean's Office according to the instructional unit's procedures. Check with the department offering the course for the unit's policy. To enter a class in time/conflict, you must have permission from one of the instructors of the classes in conflict. Students who receive permission for closed classes or time conflicts may register by phone/web if that permission has been entered in the computer system by the person granting permission, if you instead receive written permission, and a permit stamp for a closed class, you may process that permission form in the Registrar's Office.