

SCHEDULE REVISION REQUEST
NORTH CAROLINA STATE UNIVERSITY
DEPARTMENT OF REGISTRATION AND RECORDS

SIDE 1: INSTRUCTIONS:

- 1. Use this form to revise your schedule in the present semester. Examples include: adding a course, dropping a course, changing a course to Credit Only (pass/fail grading), or change a course grade to Audit.
2. Schedule revision of a course in which there is a pending Academic Integrity violation investigation is not permitted.
3. Do not use this form if you are dropping all of your courses for any semester. To drop all of your courses, you must follow University procedures for Withdrawal.
4. For certain requests the SUPPLEMENTAL DATA FORM for SCHEDULE REVISION REQUESTS should be completed before submitted to your College Associate/Assistant Dean (see asterisks below).
5. SIDES 1and 2 of this form must be submitted to the Dept. of Registration and Records with the appropriate signatures.
6. Forging signatures or altering entries approved by University officials is a violation of the Student Integrity Policy.
7. Schedule revisions that do not comply with university policies, rules, and regulations will be invalidated.

SECTION 1: To be completed by the student. Please write legibly.

NAME Last First MI SEMESTER/YEAR Fall, Spring, or SSI/ SSII
NC State ID NUMBER CLASSIFICATION (e.g. FR, SR, MR, DR.) CURR
COURSE ABBR.: COURSE NUMBER: SECTION NUMBER: CREDIT HOURS:
SIGNATURE (Student Signature) DATE:

SECTION 2: To be completed by the Instructor/Department offering the course. Check appropriate box(es).

A. Add student to section after deadline
B. \* Change course to Credit Only after the deadline (Option not permitted for Grad Students)
C. \* Change course to Audit after deadline
D. \* Change course from Credit Only to Regular Grading after deadline (Option not permitted for Grad Students)
\* Undergraduate Students must complete and submit the Supplemental Data Form for this request.
Print Name: DATE
Signature/Title (Role):

SECTION 3: To be completed by the College Dean (of student's major). Check appropriate box(es). Graduate students need signatures from their College Dean and the Dean of the Graduate School.

A.\* Drop course after deadline Assign a "W" grade. Do not assign a "W" grade.
B. Add course after deadline.
C. \* Change course to Credit Only after deadline. Change course to Audit after deadline.
D. \* Change course from Credit Only to Regular Grading after deadline.
E. Add course exceeding total credit hour limit.
F. Drop below full-time status.
G. Other
\* Undergraduate Students must complete and submit the Supplemental Data Form for this request.
COLLEGE DEAN APPROVAL DATE
DEAN OF THE GRADUATE SCHOOL DATE

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**SIDE 2: INSTRUCTIONS:**

See the QUESTIONS below. For each, answer YES or NO. If your answer is YES, see the section below each question. Follow the directions and obtain the necessary clearances from respective offices. CVM students need not complete SIDE 2.

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**QUESTION #1: Do you receive FINANCIAL AID: Fellowships, Graduate Student Support Plan, Grants, Loans, Scholarships, or Work-study?**  YES (see information below)  NO

If you are receiving financial aid or other support, be aware that dropping a course could impact your financial aid for current or future semesters and may result in repayment of financial aid received.

If you have questions, contact the Office of Scholarships and Financial Aid at (919) 515-2421; 2016 Harris Hall.

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**QUESTION #2: Are you currently a STUDENT ATHLETE at NC State?**  YES (see information below)  NO

If you are seeking to drop a course or change a course to credit only or audit, you must make an appointment with your academic advisor in the Office of Academic Support Program for Student Athletes before the dean's approval will be given.

Approved By: \_\_\_\_\_  
(Office of Academic Support Program for Student Athletes) Date

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**QUESTION #3: Are you an INTERNATIONAL STUDENT at NC State?**  YES (see information below)  NO

If you are seeking an action, which **drops you below full time status**, you must make an appointment with personnel in the Office of International Services (OIS) before the dean's approval will be given.

Approved By: \_\_\_\_\_  
(Office of International Students) Date