

# UConn HEALTH

OFFICE OF THE REGISTRAR

## Graduate Student Schedule Revision Request

*The form must be emailed to registrar@uchc.edu. Typed signatures are not permitted; please submit with a DocuSign or wet signature.*

**Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Year:**          Fall      Spring      Summer Term (Please specify):

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

### ADD

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.

Class No.	Subject Area	Catalog No.	Sec.	Credits

### DROP

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. No student is permitted to drop a course after the ninth week of classes unless the dean makes an exception. Exceptions are made only for extenuating circumstances beyond the student's control.

Class No.	Subject Area	Catalog No.	Sec.	Credits

	Print Name	Signature	Date
<b>Student</b>			
<b>Advisor</b>			
<b>Instructor</b>			
<b>Dean or Designee</b>			