

# COURSE CHANGE REQUEST

Student Name \_\_\_\_\_ SID # \_\_\_\_\_ Year Matriculated \_\_\_\_\_

Program ☐ M.Arch I ☐ M.Arch II ☐ M.E.D. Current Year ☐ 1 ☐ 2 ☐ 3 ☐ 4 Date \_\_\_\_\_

## Request (submit only one request per form)

### ■ Variation from Normal Course Load

(Students may take up to eighteen (18) credits per term without the permission of the Rules Committee. With the permission of the Rules Committee, students beyond their first year may take in any term up to a maximum of three (3) extra credits. Students not in their last semester who wish to take nine (9) credits or less in any term need permission of the Rules Committee. International students not in their last semester must remain full-time [more than nine (9) credits].)

Enrollment in \_\_\_\_\_ course credits for the ☐ Fall ☐ Spring term of the \_\_\_\_\_ academic year  
Indicate #

If the student is not in last semester and requesting enrollment in nine (9) credits or less, this request must be reviewed by the Assistant Dean responsible for academic affairs. Otherwise it does not need to be reviewed by the Assistant Dean.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Assistant Dean for Academic Affairs

### ■ Course Addition

Course # \_\_\_\_\_ Course Name \_\_\_\_\_

### ■ Course Withdrawal

Course # \_\_\_\_\_ Course Name \_\_\_\_\_

## Explanation of Request (if more space is needed, attach additional page)

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Student Signature \_\_\_\_\_

## RULES COMMITTEE

Meeting Date \_\_\_\_\_

Final Action ☐ Approved ☐ Disapproved ☐ Hold For \_\_\_\_\_

Comments \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Chairperson Rules Committee