Student Information (all fields required):

Full Name:______________________________________________________________________________________________

Student ID # (e.g. 162030):_____________________________________

Classification: Undergraduate Y/N Freshman___Sophomore___Junior___Senior___
Professional Y/N

Anticipated Date of Graduation: (Month) Aug___Dec___May___ (Year) 20_____  
Department:_______________________ Program/Major(s):__________________________________________________________

Phone: (_______)__________-___________________

Email Address:______________________________________________________________________________________________

Mailing Address:


Under exceptional circumstances and with good justification, schedule modifications past the change period may be authorized. Such changes will require the approval of the instructor and the Peabody Assistant Dean for Academic Services. This form is to be used in conjunction with the Drop/Add form. You will be notified if your request is approved.

Course Information:

<table>
<thead>
<tr>
<th>Department</th>
<th>Number-Section</th>
<th>Title</th>
<th>Hours</th>
<th>Instructor</th>
</tr>
</thead>
</table>

Explanation of justification for a late course change action:

For the Instructor to Complete:

Has the student been attending the class? Y/N

If yes, since what date? ____________________________

Is it possible for the student to make up missed work? Y/N

Is the course currently closed? Y/N

Signatures assert that the student is requesting permission to be added into a course past the change period and that both the instructor and the Assistant Dean have approved this request.

Student’s Name & Signature Date

Instructor’s Name & Signature Date

OAS Use Only

OAS Signature Date