



THE UNIVERSITY OF ARIZONA  
COLLEGE OF SCIENCE  
DEPARTMENT OF COMPUTER SCIENCE

**For Students: Who can sign my Change of Schedule Form or Late Change Petition?**

On a Change of Schedule Form and/or Late Change Petition, get **instructor** permission & signature for:

- Audit
- Drop/withdrawal after Week 11 of Semester

On a Change of Schedule Form, your **advisor** will sign for (with instructor permission):

- Swapping sections
- If student is in wrong level of course & needs to switch to different level with instructor approval
- Adding course: advisor needs permission from instructor after first week of class

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**For Faculty: When should I sign a Change of Schedule Form or Late Change Petition?**

On a Change of Schedule Form and/or Late Change Petition, **instructor** must sign for:

- Audit
- Drop/Withdrawal after Week 11 of Semester

Note: Faculty signature on a change of schedule associated with a late change petition shows support only, it does not approve a course drop

On a Change of Schedule Form, an **advisor** can sign for:

- Swapping sections
- If a student is in wrong level of course & needs to switch to different level with instructor approval
- Adding course: advisor needs permission from instructor after first week of class