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

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