



By: \_\_\_\_\_

Date: \_\_\_\_\_

Associate Provost or Administrative Fellow  
Associate Dean, Graduate College  
Office of the Registrar

Recommendation: \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove

Comments: \_\_\_\_\_

For Office Use Only

Rec. \_\_\_\_\_ Not. \_\_\_\_\_

---

### **Required Approvals Undergraduate Student Academic Requests**

Signatures should be obtained in the order listed below for each type of request. Each individual should indicate if approval is recommended or not. The last person listed makes the final decision.

A. Add a Course After Deadline Published in Schedule of Classes:

1. Advisor.
2. Instructor (must indicate grade student earned/is earning at present).
3. Department Head.

B. Drop a Course With a "W" After Deadline Published in Schedule of Classes:

1. Advisor.
2. Instructor (must indicate grade student earned/is earning at present).
3. Department Head.
4. Associate Provost or Administrative Fellow.

C. Change Sections of a Course After Deadline Published in Schedule of Classes:

1. Instructor (of section to be added).
2. Department Head.

D. Substitute for Required Course in the Major or Minor (attach syllabus for non-UNI course):

1. Advisor.
2. Department Head.

E. Substitute for Required Course in Liberal Arts Core (attach syllabus for non-UNI course):

1. Advisor.
2. Associate Provost or Administrative Fellow.

F. Graduate Out of Residence:

1. Advisor.
2. Associate Provost or Administrative Fellow.

G. Change To or From Ungraded Credit After Deadline Published in Schedule of Classes:

1. Advisor.
2. Instructor (must indicate the grade the student is earning at present).
3. Associate Provost or Administrative Fellow.

H. Change From Audit to Credit or Credit to Audit After Deadline Published in Schedule of Classes:

1. Advisor.
2. Instructor (must indicate the grade the student is earning at present).
3. Associate Provost or Administrative Fellow.

I. Register After the Third Week of Classes:

1. Advisor.
2. Instructor.
3. Department Head.
4. Associate Provost or Administrative Fellow.

J. Register for an Overload – Indicate # of Hours Requested:

1. Advisor.
2. Office of the Registrar.

K. Withdrawal from University with "W" for All Courses After Deadline Published in Schedule of Classes (must provide document of extenuating circumstances to Office of the Executive Vice President and Provost):

1. Advisor.
2. Associate Provost or Administrative Fellow.

L. Receive Graduate Credit As a Senior:

1. Advisor.
2. Instructor.
3. Department Head of Graduate Course.
4. Associate Dean of the Graduate College (only needed if more than 8 semester hours from graduation and/or a cumulative GPA below 3.0).

M. Other:

1. Advisor.
2. Department Head.
3. Associate Provost or Administrative Fellow.