Graduate Course Exception Form

Fill out the information below completely. Return with all required signatures to the Registrar’s Office, Lyons 112.

- Academic Year 199___ - 199___
  Semester (check one):
  ☐ Fall ☐ Spring
  ☐ Summer 19___

- Eagle Number (BCID)

Student Name
  Last
  First
  M.I.

- School (check one):
  ☐ 02 Grad A&S
  ☐ 06 Grad Social Work
  ☐ 10 Grad Education
  ☐ 11 Grad Management
  ☐ 14 Grad Nursing

- Variable Credit
  Approval to take a course for a variable number of credits (e.g., 3 credits for a course normally taken for 2 credits) should be obtained during the registration period. Please note that changes in credits taken may necessitate an adjustment to tuition charges.

  Index Number: _____________  Course Number: _____________
  Change the number of credits from _____________ to _____________

  Department Approval: _____________________________  Date: _____________
  Dean’s Approval: _____________________________  Date: _____________
  (Required only if the registration deadline has passed.)

- Change from Audit to Credit
  Fill out the information below and obtain departmental and dean’s permission to change current course registration from “audit” to “credit.” The deadline to change course registration from “audit” to “credit” (A&S only) is the same as the course withdrawal deadline each semester. Please note: Changing from audit to credit increases tuition charges.

  Index Number: _____________  Course Number: _____________

  Department Approval: _____________________________  Date: _____________
  Dean’s Approval: _____________________________  Date: _____________
  (Required only if the registration deadline has passed.)

- Change from Credit to Audit
  Obtain departmental and dean’s permission to change current course registration from credit to audit. The deadline to change course registration from credit to audit (A&S only) is the same as the course withdrawal deadline each semester. Please note: There is no refund of tuition when changing from credit to audit.

  Index Number: _____________  Course Number: _____________

  Department Approval: _____________________________  Date: _____________
  Dean’s Approval: _____________________________  Date: _____________
  (Required only if the registration deadline has passed.)