**INSTRUCTIONS TO THE STUDENT**

1. Complete top portion of form with all information requested, including your signature.

   **INSTRUCTOR'S SIGNATURE** needed for items A through F.
   **DEPARTMENT CHAIRPERSON/DESIGNEE'S SIGNATURE** needed for item E after the 2nd Friday of the Semester.
   **DEAN/DIRECTOR/DESIGNEE'S SIGNATURE** needed for items E through L.
   **ADVISOR'S SIGNATURE** needed for items E through L on the Advisor Recommendation line, unless specifically waived by your college office.

2. Obtain the appropriate signature(s) on the bottom portion of the form, corresponding to the letter of the box you checked on the top portion.

3. Once the appropriate signatures are obtained, **SUBMIT THIS FORM TO YOUR COLLEGE OFFICE FOR APPROPRIATE ACTION. **

   **DO NOT SUBMIT TO THE REGISTRAR'S OFFICE DIRECTLY. THE REGISTRAR'S OFFICE CAN ONLY ACCEPT THIS FORM FROM THE COLLEGE OFFICE. IF THE FORM COMES TO THE REGISTRAR'S OFFICE FROM THE STUDENT, IT WILL RESULT IN SIGNIFICANT DELAYS IN PROCESSING.**

**INSTRUCTIONS FOR INSTRUCTOR, DEPARTMENT AND ENROLLMENT UNIT**

1. Initial the box indicating your concurrence with the request, if you are not processing the action.

2. Draw a single line through any unused or unauthorized permission.

3. Enrollment Units: Indicate any special handling regarding Fee Re-assessment or marks.