



Graduate School of Arts and Sciences
 Enrolled Student Office
 P.O. Box 400772
 Charlottesville, VA 22904-4773
<http://graduate.as.virginia.edu/>
gsasregistrar@virginia.edu

COURSE ACTION FORM

Student Name _____ Student ID # _____

Student email: _____ Student Department: _____

Action Requested: Add Drop Change of Data

Reason for needing action:

- Course restricted
- Permission of instructor required
- Missed Deadline
- Course full

Instructor Signature (required)

Director of Graduate Studies

The Course Action Form is to be used only to make changes in your schedule that cannot be made by using SIS.

Use a separate form for each course; the second line can be used for a dependent discussion section or lab connected with the primary course.

Class Number (5-digits)	Subject Area	Course # (4-digits)	Class Section	Course Title	# of Credits	Grade Option		
						CR/NC	Audit	Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

With these changes, I will be enrolled for credits. Approval to go above the maximum or below the minimum allowed by my school requires the approval of the dean's office.

Form must be submitted to GSAS via email by the student's department to gsasregistrar@virginia.edu