



**UNIVERSITY OF CENTRAL FLORIDA**  
COLLEGE OF GRADUATE STUDIES

**Graduate Administrative Record Change Request**

**INSTRUCTIONS:**

Please type or print legibly in blue or black ink.  
Submit ENTIRE FORM to Millican Hall 230, +0112.

- This form to be used by the colleges or departments to correct errors that occurred in their initial registration of a student. Registration can only be changed for courses taught by the college or department.
- The College of Graduate Studies will assume that the college is acting with the approval of the instructor and student and the college or department assumes responsibility for all communication with the affected parties. The college or department also assumes the responsibility for the effect that any changes might have with regard to a student's eligibility for any type of financial aid or support.
- The college form must have the approval of the college dean or designee.

Name (Last, First, M.): \_\_\_\_\_ PID: \_\_\_\_\_

Address/ Apt #: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone Number: (     ) \_\_\_\_\_

The College/School of \_\_\_\_\_

Requests the following course changes:

Check one:    Late Add    Late Drop    Late Withdraw    Other: \_\_\_\_\_

For Term/Year: check one:    Spring    Summer circle   A, B, C or D    Fall   Year: \_\_\_\_\_

Attach supporting documentation and justification for administrative record change!  
A copy of the student's current schedule MUST be attached to the petition!

College Dean/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Action	Prefix	Number	Section	Credit Hours	Instructor's Name	Grade**

\*\* if applicable

Registration for Independent Study, Dissertation, Internship, Directed Research and ALL Thesis requests require a special form.

Student read before signing: I have reviewed and understand the university's Add/Drop and late Withdrawal policies. I will notify the instructor(s) of my request. I accept responsibility for payment of my semester tuition and fees by the published deadline. I understand that if I fail to pay my tuition and fees by that deadline, I will be charged a \$100.00 Late Payment Fee, my records will be put on hold, my account will be referred to a collection agency, and I may incur other financial consequences.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY:**

Action: Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed: \_\_\_\_\_



## **Instructions for Filing Graduate Administrative Record Change**

---

### Late Add

- Requested when a student is unable to add the class(s) by the add deadline.
- It is reserved for an unavoidable delay in adding a class or an administrative error in the registration process or advising.
- Late adds are not usually approved beyond the second week of classes unless there are well-documented extenuating circumstances.
- Complete the request form and write a statement explaining why you were not able to enroll in the class by the last day of add registration. Include dates, details, and any documentation that supports your explanation.
- Obtain a copy of your registration schedule from the myUCF website -- and attach it to your request.
- If you have any type of financial assistance from the Office of Financial Assistance, you must have them sign off on the request form before you turn it in.
- If you are an international student with F1/J1 visa, you must have the Office of International Student and Scholar Services sign off on the request form before you turn it in.
- You must have a permission letter or letter of support from the instructor of the course you wish to add. The letter should be on a UCF department letterhead or in an e-mail directly from the faculty with your name and PID, the correct class, section number, credits and instructor's name and original signature. The letter must also be dated within seven (5) business days of filing the late add request.
- You must resolve any hold(s) on your account that will prevent the processing of a late add at the time of the approval.
- Return the completed form to the College of Graduate Studies at: Millican Hall room 230.
- A late add may take between 1-2 weeks for decision and processing. If a late add is approved, you will be responsible for all course requirements and any content missed.

### Late Drop

- Requested when a student is unable to drop the class(s) by the drop deadline.
- It is reserved for an unavoidable delay in dropping a class or an administrative error in the registration process or advising.
- Dissatisfaction with a course or program or change of program is not sufficient grounds for a late drop. Late drops are typically not approved when university resources have been used by the student and the student has received instruction.
- Complete the request form and write a separate statement explaining why the student was not able to drop the class by the deadline. Include dates, details, and any documentation that supports your explanation.
- Obtain a copy of your registration schedule from the Registrar's Office or print a copy from myUCF website -- NOT a fee invoice. Attach copy to your request.
- If you have any type of financial assistance from the Office of Financial Assistance, you must have them sign off on the request form before you turn it in.
- If you are an international student with F1/J1 visa, you must have the Office of International Student and Scholar Services sign off on the request form before you turn it in.
- All copies of the request forms must be legible and with complete information. Any documentation not in the English language must be translated by proper authority before submitting with the request forms.
- Return the completed form to the College of Graduate Studies at: Millican Hall room 230.
- A late drop may take between 2-4 weeks for decision and processing. If a late drop is not approved, you will be responsible for all course requirements including grades earned.

## Late Withdrawals

- Requested when a student has a compelling reason or an administrative error occurred which prohibited the student from withdrawing from a class by the withdrawal deadline. Dissatisfaction with the course is not sufficient grounds for a withdrawal.
- A late withdrawal might be granted because of a serious injury to an immediate family member in your care or a mandated and unavoidable employment change.
- Complete the request form and write a separate statement explaining why you were not able to withdraw from the class by the withdrawal deadline. Include dates, details, and any documentation that supports your explanation.
- Obtain a copy of your registration schedule from the myUCF website -- NOT a fee invoice. Attach copy to your request.
- If you have any type of financial assistance from the Office of Financial Assistance, you must have them sign off on the request form before you turn it in.
- If you are an international student with F1/J1 visa, you must have the Office of International Student and Scholar Services sign off on the request form before you turn it in.
- All copies of the request forms must be legible and with complete information. Any documentation not in the English language must be translated by proper authority before submitting with the request forms.
- Return the completed form to the College of Graduate Studies at: Millican Hall room 230.
- A late withdrawal may take between 2-4 weeks for decision and processing. If a late withdrawal is not approved you will be responsible for all course requirements including grades earned.