



## Graduate Student Request for Administrative Record Change

### INSTRUCTIONS:

- Please read the instruction sheet attached before completing this form and submit all documentation within 5 business days from the original request. Please use the checklist located on page 4 to ensure your request is complete!
- Please type or print legibly in blue or black ink only. Items 1-9 must be completed. Student must provide identifying course information and review policy and definitions of terms listed below on pages 3 & 4.
- **Attach a written letter of explanation outlining the justification/explanation for the request. In addition, please also attach any supporting documentation for the request to this form.** Submit all documents to to the College of Graduate Studies MH 230 or gradservices@ucf.edu.
- Please note: All required signatures must be obtained. Incomplete forms will be returned and will take longer to process.

1) Name (Last, First, M.): \_\_\_\_\_ UCF ID: \_\_\_\_\_

Program Name \_\_\_\_\_

2) Address / Apt#: \_\_\_\_\_

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

Knights E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

3) Action Requested: (check one)  Late Add  Late Drop  Late Withdraw  Late Swap

4) For Term / Year: (check one)  Fall  Spring  Summer Year

5) Attach a current copy of the schedule for the semester you are petitioning - NOT A FEE INVOICE (Obtain from the Registrar's Office or myUCF copy).

6) Was Financial Aid, Scholarship(s), Bright Futures, Loans, etc. awarded in the term identified above?

Yes  No If Yes, the Office of Student Financial Assistance must review FIRST

Office of Student Financial Assistance Signature: \_\_\_\_\_ Date: \_\_\_\_\_

7) Identify the course(s) involved in the request: (Use additional petition if more than 5 classes)

Prefix	Number	Section	Credit	Instructor's Name

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 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.

International students (F1 / J1 Visa) must review proposed changes with UCF Global, International Student & Scholar Services as registration may affect visa status.

8)UCF Global, International Student & Scholar Services Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

### FOR OFFICIAL USE ONLY:

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

DISTRIBUTION after ACTION: Registrar; Student Accounts; Instructor; Veterans Academic Resource Center; Student.

Name: \_\_\_\_\_

PID: \_\_\_\_\_

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Please use additional sheet(s) if necessary. Do not write on the back of this form.

**I am requesting:**

**Date of occurrence:** \_\_\_\_\_

**This change is important to me because:**

**I was not able to make this change before the published deadline because:**

**Student Signature:** \_\_\_\_\_

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



## Student Instructions for Requesting a Graduate Administrative Record Change

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### **Late Add: for more info visit [https://www.students.graduate.ucf.edu/policy/late\\_add/](https://www.students.graduate.ucf.edu/policy/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 *UCF Global, International Student & 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 230 or [gradservices@ucf.edu](mailto:gradservices@ucf.edu).
- 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:\* for more info visit [https://www.students.graduate.ucf.edu/policy/late\\_drop/](https://www.students.graduate.ucf.edu/policy/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 the 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 *UCF Global, International Student & 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 230 or email to [gradservices@ucf.edu](mailto:gradservices@ucf.edu).
- 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:\* [for more info visit https://www.students.graduate.ucf.edu/policy/late\\_withdrawal/](https://www.students.graduate.ucf.edu/policy/late_withdrawal/)**

- 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 *UCF Global, International Student & Scholar Services* sign off on the request form before you turn it in.
- All copies of the request forms must be legible and completed with all required 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 or [gradservices@ucf.edu](mailto:gradservices@ucf.edu).
- 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.

*\*If you cannot complete course requirements because you have been subject to sexual violence, you should contact the Title IX Coordinator at 407-823-1336 immediately. You should not submit a petition for a Late Drop, or Late Withdrawal before consulting with the Title IX Coordinator, unless necessary to satisfy the applicable deadline. The Title IX Coordinator will explore whether other options are available to you, or may be able to assist you through the administrative record change request process. University officials who receive a drop or withdrawal request related to sexual violence are required to notify the Title IX Coordinator immediately.*

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## **Administrative Record Change Request Checklist**

- Completed Request Form**
- Written letter of explanation**
- Any supporting documentation**
- Written permission from Instructor (for late adds & swaps only)**
- Obtained all required signatures**

**Thank you for using this checklist, it will assist in processing your request in a timely manner!**