

**CHANGE OF SCHEDULE / SPECIAL PERMISSION**

Used for adding, dropping, & overriding

Please type or use blue or black ink only.

Semester: \_\_\_\_\_ Name: \_\_\_\_\_ CMU ID # \_\_\_\_\_

If you need to override one of the errors below, you must get formal permission before you can register for the course. Overrides may be done electronically by the instructor via MavZone or by obtaining the proper signatures on this form and returning it to the Registrar's Office.

**\*\*This form cannot be used for the accelerated online 7 week program, please contact the Health Science Department concerning schedule changes.\*\***

|   | CRN # | Dept. | No. | Sect. | Course Title | Circle One                | Instructor/Dept. Head Signature Required. (Please Sign all that apply) | Date |
|---|-------|-------|-----|-------|--------------|---------------------------|--|------|
| 1 |       |       |     |       |              | Add<br>Drop<br>Withdrawal | General _____<br>Closed _____<br>Coreq _____<br>Withdrawal _____       |      |
| 2 |       |       |     |       |              | Add<br>Drop<br>Withdrawal | General _____<br>Closed _____<br>Coreq _____<br>Withdrawal _____       |      |
| 3 |       |       |     |       |              | Add<br>Drop<br>Withdrawal | General _____<br>Closed _____<br>Coreq _____<br>Withdrawal _____       |      |

**Override Codes**

**General:** Pre-requisite/Test Score-Overrides ALL Pre-reqs for the course      Class Level-Course requires a specified class level (Junior, etc.)  
Instructor Permission-Requires instructor permission to enroll      Degree/Major-The class a specified degree/major  
Duplicate Course-Allows student to take 2 classes of the same prefix/number (Usually a Topics course. **Please see Registrar's Office**)  
**Coreq:** Co-requisite-Allows a student to take the class without the normal required co-requisite (Ex. Lectures with a Lab)  
**Closed:** Closed Class-Allows a student to add a class even if it has reached maximum enrollment

**Maximum Hours Override:** The normal student load is 15 credit hours per semester. The follow limitations apply:

- CMU cumulative GPA less than 2.00 - Limited to 15 credits in fall/spring and recommended between 1-6 credits in summer.
- CMU cumulative GPA 2.00 or higher - Limited to 18 credits in fall/spring and 10 credits in summer.
  - For an override between 19-21 credits in fall/spring or between 10-12 credits in summer - Advisor approval and signature required.
  - For an override above 21 credits in fall/spring or above 12 credits in summer - Must submit a written plan for success during the overload to their Advisor, Department Head, and Academic Affairs for consideration and obtain the three signatures.

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Max Hours Allowed: \_\_\_\_\_

Dept Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_ VP Academic Affairs Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Time Conflict Override:** I understand that there is a time conflict with my classes. I have made arrangements with the instructor(s) for attendance and testing.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I certify that I am responsible for any changes to my schedule, and that I will verify the changes on MAVzone. I understand these changes may affect my tuition bill and/or my financial aid eligibility.**

Date Received: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*For more information on Deadlines and Withdrawals please see the reverse side of this sheet\*\***

### Add/Drop Deadlines for Spring 2017

|  | ADDING   |                           | DROPPING   | WITHDRAWING with a grade of "W"   |
|--|--|---------------------------|--|---|
|  | Online*  | With Instructor Signature | Online   | With Instructor Signature**   |
| <b>J-Term</b><br>Jan 3 – Jan 13              | By 5:00 p.m. on Jan 3*                             | Jan 4                     | Jan 4  | Jan 5 – Jan 9**   |
| <b>First Mod</b><br>Jan 17 – Mar 11          | By 5:00 p.m. on Jan 19*                            | Jan 20 – Jan 24           | By 5:00 p.m. Jan 24  | Jan 25 – Feb 13**   |
| <b>Full Semester</b><br>Jan 17 – May 11      | By 5:00 p.m. on Jan 20*                            | Jan 21 – Feb 1            | By 5:00 p.m. on Feb 1  | Feb 2 – Mar 13**  |
| <b>Late Start</b><br>Feb 6 – May 11          | By 5:00 p.m. on Feb 9*                             | Feb 10 – Feb 16           | By 5:00 p.m. on Feb 16   | Feb 17 – Mar 17**   |
| <b>Second Mod</b><br>Mar 13 – May 11         | By 5:00 p.m. on Mar 15*                            | Mar 16 – Mar 27           | By 5:00 p.m. on Mar 27   | Mar 28 – Apr 12**   |
| <b>Variable Length</b><br>(ending by May 11) | Sunday prior to the first day of class*            | Up to 15% of class        | The last day to drop online is the Sunday prior to the first day of class. Drop with instructor signature may be done up to 15% of class.*               | Up to 50% of class**  |
| <b>Billing Information</b>                   | Tuition and Fees are due the first day of the term |                           | Tuition/Fees are adjusted to the classes that remain in the schedule. <u>Withdrawing from all classes</u> will leave a \$225 Partial Tuition Assessment. | No refund of Tuition/Fees. <u>Withdrawing from all classes</u> will require full payment of Tuition/Fees. |
| All deadlines above are prior to 5:00 PM MST |  |                           |  |   |

\*An instructor Signature IS REQUIRED to add a closed class, a class with Instructor Permission, or if you don't meet the course requirements.

\*\*Withdrawing after this date will result in a grade of "F" and no refund of tuition and fees.

**Website:** [www.coloradomesa.edu/registrar](http://www.coloradomesa.edu/registrar)      **Email:** [registrar@coloradomesa.edu](mailto:registrar@coloradomesa.edu)

#### **Add / Drop / Withdrawals**

**Adding / Dropping a Class:** Students may alter their class schedule without an instructor's permission until the published deadline without it having any impact on their transcript. Tuition and fees will also be adjusted to the remaining class schedule.

**Withdrawal with a "W":** Students may withdraw from a course with the instructor's signature following the last day to drop to the midpoint of the class. The course will appear on the student's transcript with the grade of "W". No refund of Tuition/Fees. Financial aid eligibility / funding may be affected.

**Withdrawal with an "F":** All students withdrawing after the midpoint of the class will receive an automatic "F" except for cases with documented, extenuating, non-academic circumstances. No refund of Tuition/Fees.

**Total Withdrawal:** The student is completely withdrawing from CMU for the Semester. A total withdraw between the first day of the term up to the course drop dates reverse tuition and course fees except a \$225 partial tuition assessment. Withdrawing from a course after the drop deadline up to the mid-point of the class does not adjust tuition and course fees and will receive a grade of "W". Total withdrawals after the midpoint of the class does not adjust tuition and course fees and will receive a grade of "F". Once the term starts, the student is liable for tuition and course fees regardless of attendance. Financial aid eligibility will be reviewed in accordance with federal guidelines.

**Instructor Withdrawal:** An Instructor may initiate a drop/withdrawal from his or her class. Please note that the instructor must complete this form AND PERSONALLY submit it to the Registrar's Office before the published deadline.