
Late Change of Registration Request

When to Use this Form

Students should use this form when needing to request a change to their registration, specifically adding and/or dropping a course. This form should only be used if the deadline for dropping and adding courses for the desired term has passed. If the deadline for dropping and adding courses has not passed, please use the Change of Registration Form. Since this change is occurring after the change of registration deadline, the requesting student must demonstrate that the request is based on **circumstances beyond the student's control**.

With this form, a student may request to:

- Add or drop a single course
- Change the number of credit hours registered for a single course
- Change the section for a single course

Be aware that you may be charged a late fee for this change, and you may be charged additional fees as a result of a change in credit hours. Contact the Bursar's Office (bursar.utk.edu) for details.

Instructions for Student

1. Fill out all fields on the form in the Student section. *You are encouraged to work with the course instructor or your advisor in filling out the details.*
2. Provide a brief justification for the late change of registration.
3. You will need to get your own signature and the signature of your instructor or advisor. There are two options for acquiring the signatures: electronic or original signatures. To use electronic signatures, use Adobe Acrobat Reader to apply your signature and then send to the instructor or advisor to have them apply their electronic signature and return it to you (visit the [Graduate School Website](#) for full instructions on this process). Alternatively, you and your instructor or advisor should sign with pen where indicated.
4. Deliver the form to the Director of Graduate Studies in one of the following ways:
 - If you have gathered electronic signatures, email the form to the Director of Graduate Studies.
 - If you have gathered physical signatures:
 - Take the original, signed form to the Director of Graduate Studies personally.
 - Send the original, signed form to the Director of Graduate Studies by mail.
 - Scan the original, signed form and email it to the Director of Graduate Studies.

Instructions for Director of Graduate Studies

1. Review the information on the form provided by the student.
2. If you endorse the request, please check the box indicating your endorsement and sign and date where indicated.
3. There are two ways to sign the form and deliver to the Graduate School:
 - If the student emailed the filled-out form to you, you may apply an electronic signature where indicated (visit the [Graduate School](#) for instructions on this process). Once the file has been saved, it can be emailed to **gradspec@utk.edu**.
 - If the student delivered a printed form to you, you will need to apply a physical signature and then submit the form to the Graduate School for processing in one of the following ways:
 - Scan the signed form and email it to **gradspec@utk.edu**.
 - Send the form by mail to the Graduate School.
 - Return the form to the student to deliver the form in person to the Graduate School main office.
4. Note that this form will not be accepted if it comes from any email address other than your UT email account.

Late Change of Registration Request

Student

Name: _____ Student ID#: _____
Last First Middle

Email: _____ Phone: _____

Late Change of Registration is Requested For: _____
Term Year

Course Information

_____ _____ _____ _____ _____
CRN Course Name Course No. Section No. Hours Undergrad Graduate
 Audit Withdrawal

Action to be Taken

Choose one of the following:

Add/Drop

Add Drop

Change Section

Change Section To: _____

Change Credit Hours

Hours: _____ Undergrad Graduate
 Audit Withdrawal

Justification for Change:

Student Signature: _____ Date: _____

Department

Director of Graduate Studies: _____ Approve: Yes No Date: _____

Instructor/Advisor: _____ Approve: Yes No Date: _____