UNIVERSITY *of* MARYLAND
SCHOOL OF GRADUATE STUDIES

CHANGE IN REGISTRATION REQUEST (ADD/DROP/CHANGE)

Instructions:

This form is to be used for registration changes (e.g. add/drop course, decrease/increase credits, change grade mode) **after the first day of the term**. Exceptions: The Withdrawal Form must be completed by students who are registered for only one course and want to terminate registration, and students who want to terminate registration for ALL courses.

1. Complete all appropriate sections.
2. Obtain required signature(s) as noted below.
3. Submit the signed form to the Graduate School. gradforms@umaryland.edu

*   By submitting this form, the student understands that she/he is financially liable for tuition and fees. Any applicable refund is based on the date the form is received by the Graduate School and the published refund schedule.
    https://www.umaryland.edu/registrar/academic-calendar/refund-schedule/

STUDENT ID: @   **TERM, YEAR:** _____

NAME (LAST, FIRST): _____   **PROGRAM:** _____

UMB E-MAIL: _____

ADD – Obtain a signature from your Graduate Program Coordinator (GPC) or Graduate Program Director (GPD).

Available only through Week 1 (fall, spring, summer) or Day 2 (winter)

CRN	Subject	Course #	Section	Course Title	Credits	Audit (Y/N)

CHANGE – Available only through Week 8 (fall, spring), Week 3 (summer), or Day 2 (winter)

CRN	Subject	Course #	Section	Course Title	Decrease Credits	Increase Credits	Change Grade Mode to
					-	+	☐ Audit ☐ Letter
					-	+	☐ Audit ☐ Letter

DROP – Obtain a signature from your Graduate Program Coordinator (GPC) or Graduate Program Director (GPD).

CRN	Subject	Course #	Section	Instructor's Printed Name	Instructor's Signature	WP/WF

Student's Signature: _____   Date: _____

GPC/GPD Signature: _____   Date: _____

Submit to the Graduate School: gradforms@umaryland.edu •   620 W. Lexington St. First Floor

If you require special accommodations or services, please notify your department and the Office of Educational Support and Disability Services at 410-706-3100 or 800-735-2258 TTY/Voice.

For Graduate School Use Only:

Processed by: _____   Date: _____