

REGISTRATION CHANGE FORM – FALL 2009

UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL

First Name	Last Name	PSSA Empl ID # (Completed by GSBS)

WITHDRAW

Class Number	Course Number	Course Name	Credit	Course Coordinator/Faculty Please Print Name Legibly	Faculty Initial

DROP

Class Number	Course Number	Course Name	Credit	Course Coordinator/Faculty Please Print Name Legibly	Faculty Initial

ADD

Class Number	Course Number	Course Name	Credit	Course Coordinator/Faculty Please Print Name Legibly	Faculty Initial

CHANGE FROM AUDIT TO CREDIT

Class Number	Course Number	Course Name	Credit	Course Coordinator/Faculty Please Print Name Legibly	Faculty Initial

CHANGE FROM CREDIT TO AUDIT

Class Number	Course Number	Course Name	Credit	Course Coordinator/Faculty Please Print Name Legibly	Faculty Initial
			AUDIT		
			AUDIT		

CHANGE NUMBER OF CREDITS

Class Number	Course Number	Course Name	Credit	Course Coordinator/Faculty Please Print Name Legibly	Faculty Initial
			From:		
			To:		

Graduate School of Biomedical Sciences Signature	Effective Date

Distribution: Registrar, Bursar, Graduate School

SEE REVERSE SIDE FOR INSTRUCTIONS

GRADUATE SCHOOL OF BIOMEDICAL SCIENCES
REGISTRATION CHANGE FORM

INSTRUCTIONS

Students should consult with their Thesis Advisor or Graduate Program Director before making any course changes

Complete Registration Change Form including the following signatures:

Submit to Graduate School office for approval and final processing

Forms are available from the Graduate School Office, Room S1-880

Note: A Graduate Student must always be registered for at least 9 credits each semester. If a drop or withdrawal causes the semester's registration to fall below 9 credits, the student must select an alternative course.

Add/Drop

GSBS POLICY

Students may drop/add a course no later than 10 days following the beginning of the semester. If a student adds a new course, curricular material missed by the student during the drop/add period is NOT excluded from examination/evaluation. Matriculated students may not fall below 9 credit hours of study without permission from the Dean.

Changing Registration from Credit to Audit or Audit to Credit

GSBS POLICY

Students may change their registration from credit to audit or audit to credit no later than 10 days following the beginning of the semester. If a student changes from audit to credit, curricular material missed by the student while enrolled as audit is NOT excluded from examination/evaluation. Matriculated students may not fall below 9 credit hours of study without permission from the Dean.

Withdrawal

GSBS POLICY

Students may withdraw from a course and receive a grade of W no later than that date at which \leq 51% of the semester is complete. After that date a student may only withdraw with the Dean's approval and must show extenuating circumstances. The course will remain on the transcript with a grade of W (withdrawn). Matriculated students may not fall below 9 credit hours of study without permission from the Dean.