

Undergraduate Student Request Type	Approval Process
Substitution: Substitutions or waivers in a major, minor, or certificate	<ol style="list-style-type: none"> 1. Advisor 2. Student's Department Head
Substitution: Substitute for a required course in Liberal Arts Core/UNIFI - General Education	<ol style="list-style-type: none"> 1. Advisor 2. Associate Director Undergraduate Studies
Change of Registration: Drop a course for current or previous term after the deadline to drop without a "W"	<ol style="list-style-type: none"> 1. Advisor 2. Associate Provost/Administrative Fellow
Change of Registration: Drop a course for current or previous term with a "W" after the deadline to drop without an "F"	<ol style="list-style-type: none"> 1. Advisor 2. Associate Provost/Administrative Fellow
Change of Registration: Change sections of a class after the deadline in the Schedule of Classes	<ol style="list-style-type: none"> 1. Instructor 2. Class Department Head
Change of Registration: Change to or from ungraded credit after the deadline in the Schedule of Classes	<ol style="list-style-type: none"> 1. Advisor 2. Instructor 3. Class Department Head
Change of Registration: Change from audit to credit or from credit to audit after the deadline in the Schedule of Classes	<ol style="list-style-type: none"> 1. Advisor 2. Instructor 3. Class Department Head
Exceptions: Register for an overload	<ol style="list-style-type: none"> 1. Advisor 2. Student's Department Head
Exceptions: Receive graduate credit as an undergraduate student	<ol style="list-style-type: none"> 1. Advisor 2. Instructor 3. Associate Dean of the Graduate College
Exceptions: Add a single course after the deadline in the Schedule of Classes	<ol style="list-style-type: none"> 1. Advisor 2. Instructor
Exceptions: Initial registration in all classes after the 2nd week of classes	<ol style="list-style-type: none"> 1. Associate Provost/Administrative Fellow who follows up with the following: <ol style="list-style-type: none"> a. Advisor b. Instructors c. Class Department Heads
Extenuating Circumstances: Withdrawal from the University with a "W" for ALL courses after the deadline in the Schedule of Classes to withdraw without an "F"	<ol style="list-style-type: none"> 1. Advisor 2. Associate Provost/Administrative Fellow
Extenuating Circumstances: Tuition & Fees Refund Request	<ol style="list-style-type: none"> 1. Skip Workflow - Tuition and Fees Committee
Other	<ol style="list-style-type: none"> 1. Advisor 2. Associate Provost/Administrative Fellow

Graduate Student Request Type	Approval Process
Change department advisor	<ol style="list-style-type: none"> 1. Advisor 2. Graduate Coordinator
Change of registration: Add course after deadline for current term	<ol style="list-style-type: none"> 1. Advisor 2. Graduate Coordinator 3. Associate Dean of the Graduate College
Change of registration: Add course after end of the term	<ol style="list-style-type: none"> 1. Advisor 2. Graduate Coordinator 3. Associate Dean of the Graduate College
Change of registration: Change course credits after deadline for current term	<ol style="list-style-type: none"> 1. Advisor 2. Graduate Coordinator 3. Associate Dean of the Graduate College
Change of registration: Change course credits after the end of the term	<ol style="list-style-type: none"> 1. Advisor 2. Graduate Coordinator 3. Associate Dean of the Graduate College
Change of registration: Change course section after the deadline for the current term	<ol style="list-style-type: none"> 1. Advisor 2. Graduate Coordinator 3. Associate Dean of the Graduate College
Change of registration: Change from audit to credit or from credit to audit after the deadline in the Schedule of Classes	<ol style="list-style-type: none"> 1. Advisor 2. Graduate Coordinator 3. Associate Dean of the Graduate College
Change of registration: Change to or from ungraded credit after the deadline in the Schedule of Classes	<ol style="list-style-type: none"> 1. Advisor 2. Graduate Coordinator 3. Associate Dean of the Graduate College
Change of registration: Drop course at the end of the term	<ol style="list-style-type: none"> 1. Advisor 2. Graduate Coordinator 3. Associate Dean of the Graduate College
Change of registration: Drop course from current/future term	<ol style="list-style-type: none"> 1. Advisor 2. Graduate Coordinator 3. Associate Dean of the Graduate College
Change to Thesis or Non-Thesis option (Master's or Specialist degree)	<ol style="list-style-type: none"> 1. Advisor 2. Graduate Coordinator
Declaring courses into the degree	<ol style="list-style-type: none"> 1. Advisor 2. Graduate Coordinator
Exception to policy: Extension of 7/10 year limit for degree completion	<ol style="list-style-type: none"> 1. Advisor 2. Graduate Coordinator 3. EDD Director 4. Associate Dean of the Graduate College
Exception to policy: Register for an overload	<ol style="list-style-type: none"> 1. Advisor 2. Graduate Coordinator 3. Associate Dean of the Graduate College
Extenuating Circumstances: Tuition & Fees Refund	<ol style="list-style-type: none"> 1. Skip Workflow - Tuition and Fees

Request	Committee
Extenuating Circumstances: Semester withdrawal from the University with a "W" for ALL courses after the deadline in the Schedule of Classes to withdraw without an "F"	<ol style="list-style-type: none"> 1. Advisor 2. Graduate Coordinator 3. Associate Dean of the Graduate College
Graduate transfer course credit approval	<ol style="list-style-type: none"> 1. Advisor 2. Graduate Coordinator
Other	<ol style="list-style-type: none"> 1. Advisor 2. Graduate Coordinator 3. Associate Dean of the Graduate College
Permanent withdrawal from graduate program	<ol style="list-style-type: none"> 1. Advisor 2. Graduate Coordinator 3. Associate Dean of the Graduate College
Readmission after suspension	<ol style="list-style-type: none"> 1. Advisor 2. Graduate Coordinator 3. Advisor Department Head 4. Associate Dean of the Graduate College
Request Registration in an Undergraduate Course	<ol style="list-style-type: none"> 1. Advisor 2. Graduate Coordinator 3. Associate Dean of the Graduate College
Substitute for required course in the degree	<ol style="list-style-type: none"> 1. Advisor 2. Graduate Coordinator