

| Undergraduate Student Request Type | Approval Process |
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| Substitution: Substitutions or waivers in a major, minor, or certificate | 1. Advisor 2. Student's Department Head |
| Substitution: Substitute for required course in Liberal Arts Core | 1. Advisor 2. Associate Director Undergraduate Studies |
| Change of Registration: Drop a course for a current or previous term after the deadline to drop without a "W" | 1. Advisor 2. Instructor 3. Class Department Head 4. 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" | 1. Advisor 2. Instructor 3. Class Department Head 4. Associate Provost/Administrative Fellow |
| Change of Registration: Change sections of a class after the deadline in the Schedule of Classes | 1. Instructor 2. Class Department Head |
| Change of Registration: Change to or from ungraded credit after the deadline in the Schedule of Classes | 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 | 1. Advisor 2. Instructor 3. Class Department Head |
| Exceptions: Register for an overload | 1. Advisor 2. Student's Department Head |
| Exceptions: Receive graduate credit as an undergraduate student | 1. Advisor 2. Instructor 3. Class Department Head 4. Associate Dean of the Graduate College |
| Exceptions: Add a single course after the deadline in the Schedule of Classes | 1. Advisor 2. Instructor 3. Class Department Head |
| Exceptions: Initial registration in all classes after the 2nd week of classes | 1. Advisor 2. Instructor 3. Class Department Head 4. Associate Provost/Administrative Fellow |
| 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" | 1. Advisor 2. Associate Provost/Administrative Fellow |
| Extenuating Circumstances: Tuition & Fees Refund Request | 1. Tuition and Fees Committee |
| Other | 1. Advisor 2. Associate Provost/Administrative Fellow |