<table>
<thead>
<tr>
<th>Undergraduate Student Request Type</th>
<th>Approval Process</th>
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</table>
| Substitution: Substitute for a required course in the major or minor                             | 1. Advisor  
2. Advisor's Department Head                                                  |
| Substitution: Substitute for a required course in Liberal Arts Core                              | 1. Advisor  
2. Undergraduate Director                                                   |
| Change of Registration: Drop a course for a current term after the deadline to drop without a "W" | 1. Advisor  
2. Instructor  
3. Advisor's Department Head  
4. Associate Provost/Administrative Fellow |
| Change of Registration: Drop a single course in a previous semester after the deadline to drop without a "W" | 1. Advisor  
2. Instructor  
3. Advisor's Department Head  
4. Associate Provost or Admin Fellow |
| Change of Registration: Change sections of a class after the deadline in the Schedule of Classes | 1. Instructor  
2. Instructor's Department Head                                         |
| Change of Registration: Change to or from ungraded credit after the deadline in the Schedule of Classes | 1. Advisor  
2. Instructor  
3. Instructor's 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. Instructor's Department Head |
| Exceptions: Register for an overload                                                             | 1. Advisor  
2. Advisor's Department Head                                             |
| Exceptions: Receive graduate credit as an undergraduate student                                | 1. Advisor  
2. Instructor  
3. Instructor's 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. Instructor's Department Head                                             |
| 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 or Admin Fellow                                |
| Extenuating Circumstances: Tuition & fees refund request                                         | 1. Tuition and Fees Committee                                                 |
| Other                                                                                            | 1. Advisor  
2. Program Department Head  
3. Associate Provost or Admin Fellow                          |