

# MARQUETTE UNIVERSITY GRADUATE SCHOOL

## REQUEST TO ADD A COURSE, CHANGE A SECTION, OR CHANGE TO AUDIT

Print *legibly* in ink. If you omit information or signatures, use pencil, or if we cannot read what is written, the Graduate School will return the unapproved form to you. Once the request has been approved or denied, the Graduate School will mail your copy to the address you provide on this form.

### Student Information

Name: _____	MUID: _____
Address: _____	Day-time Phone Number: _____
_____	Program: _____ Adviser: _____

Marquette University generally does not allow the addition of courses after late registration has closed because students often have a difficult time making up the work that was missed. Only the Vice Provost for Research and Dean of the Graduate School can make an exception, and only in special and compelling circumstances.

To add a class, change a section or change to audit, you must obtain the instructor's signature before submitting the form to the Graduate School. Use a separate form for each requested course addition, section change or audit request, as each instructor must approve the change.

If you are adding or changing the section of an upper division course (100 level classes taken for graduate credit) you must secure the approval of the governing college. For example, you would get permission from the College of Arts and Sciences to enroll in HIST 151, from the School of Education for EDUC 110, etc. If your request is denied, you may submit a petition to the Graduate School asking for an override.

_____ Student's Signature	_____ Date
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Semester: _____	Year: _____
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### Course Add Information

Department	
3 Digit Course #	
Section	
Days/Time	
Credits	
Instructor	

### Change to Audit

Department	
3 Digit Course #	
Section	
Days/Time	
Credits	
Instructor	
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### Change a Section

Department	
3 Digit Course #	
Old Section	
New Section	
New Day/Time	
New Credits	
New Instructor	

### Instructor Permission and Signature

As the instructor of \_\_\_\_\_, I am aware that the above named student is petitioning to register late or change this course to audit. If the student is adding the course, I will assist the student in completing any work missed during the lapse in registration.

The student  has  has not been in attendance since the first class meeting.

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate School Use:	
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Authorization: _____	
Date: _____	