BOSTON UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR
CLASS ADJUSTMENT FORM

PRINT LEGIBLY USING CAPITAL BLOCK LETTERS. RETAIN THE STUDENT COPY. TURN OTHERS INTO YOUR SCHOOL/COLLEGE OR THE OFFICE OF THE UNIVERSITY REGISTRAR.

YOUR COLLEGE OF REGISTRATION: ____

NAME (Last Name, First Name, Middle Initial): _____ _____ _____

SEMESTER (circle one): FALL SPRING

CALENDAR YEAR: ____

INSTRUCTIONS AND NOTES:

This form may be used to add or drop courses, change a class section, indicate audit status, or change credits in a variable credit class.

Enter your college of registration, ID number and name. Circle the correct semester, and enter the calendar year.

The class schedule may be viewed online using the Registrar Office homepage www.bu.edu and/or on the Student Link, www.bu.edu/student link. The college of the course, course number, and section are required and all must be filled in completely.

Drop: Courses dropped during the first five weeks of class are not recorded as part of your permanent record. Drops after the fifth week of class receive a "W" grade indicating course withdrawal and you will be charged for the course. All components (lecture, lab, discussion, etc.) should be included when dropping classes. Refer to your school/college policy regarding signatures for drops.

Add: You may add courses the first two weeks of class only. Obtain the instructor's signature.

Audit: Status cannot be changed after the fifth week of class. To change from graded to audit, use "GR to AU"; to change course from audit to graded, use "AU to GR".

Credit Change: (Only for variable credit courses identified as "VAR") enter the new number of credit hours for the course. Obtain the authorized signature of the instructor, department or school/college Dean's office.

FOR INSTRUCTOR'S USE ONLY

ACTION	COLLEGE OF CRSE	COURSE NUMBER	SEC-TION	CREDIT HOURS	INSTRUCTOR'S SIGNATURE	EFFECTIVE DATE DATE OF LAST CLASS ATTENDED
EXAMPLE	C A S	A H 2 9 5	A 1	.		
DROP				.		
DROP				.		
DROP				.		
DROP				.		

ACTION	COLLEGE OF COURSE	COURSE NUMBER	SEC-TION	CREDIT HOURS	INSTRUCTOR'S SIGNATURE	EFFECTIVE DATE DATE OF FIRST CLASS ATTENDED
ADD				.		
ADD				.		
ADD				.		
ADD				.		

ACTION	COLLEGE OF CRSE	COURSE NUMBER	FROM SECT.	TO SECT.	CREDIT HOURS	INSTRUCTOR'S SIGNATURE	EFFECTIVE DATE OF ACTION
SECTION CHG					.		
SECTION CHG					.		

ACTION	COLLEGE OF CRSE	COURSE NUMBER	SEC-TION	CREDIT HOURS	INSTRUCTOR'S SIGNATURE	EFFECTIVE DATE OF ACTION
GR TO AU				.		
AU TO GR				.		
CREDIT CHG				.		

STUDENTS WISHING TO WITHDRAW/TAKE A LEAVE OF ABSENCE FROM THE UNIVERSITY MUST DO SO USING A "WITHDRAWAL/LEAVE OF ABENCE FORM" RATHER THAN A "CLASS ADJUSTMENT FORM." GRADUATE STUDENTS MUST SUBMIT THIS FORM TO THEIR ACADEMIC DEAN'S OFFICE. UNDERGRADUATE STUDENTS MUST SUBMIT THIS FORM TO THE UNIVERSITY SERVICE CENTER. MET NON-DEGREE AND MET PART-TIME STUDENTS MUST SUBMIT THIS FORM TO THE METROPOLITAN COLLEGE OR DIRECTLY TO THE OFFICE OF THE UNIVERSITY REGISTRAR. ALL OTHER NON-DEGREE STUDENTS MUST SUBMIT THIS FORM TO THEIR ACADEMIC DEAN'S OFFICE.

I AM AWARE THAT THE ABOVE ACTIONS MAY AFFECT MY ACADEMIC RECORD, MY FINANCIAL CHARGES AND MY FINANCIAL AID. I HAVE CONSULTED MY ADVISOR.

_____ Student's Signature

_____ Advisor's Signature (if required)