



Grade or Course Change Form for Past Terms

UNIVERSITY OF MISSOURI-KANSAS CITY OFFICE OF REGISTRATION & RECORDS

**NOTE: Please advise student that any credit(s) added to a past term will create an account balance associated with that past term.
This form is invalid if handled by a student.

Student ID number _____ Student name _____
Last, First Middle

Term Fall _____ Year _____
 Spring
 Summer

Petition approval is required for withdrawing past the deadline (i.e. changing a grade to "W") or for adding a course after the close of the term. Attach approved petitions and submit to the Office of the Registrar.

PURPOSE OF REQUEST

Check all that apply. To completely drop one course and replace it with another, please indicate "swap courses" in the next section.

- ADD COURSE**
- DROP COURSE**
- CHANGE GRADE**
- CHANGE CREDITS**

Use this section for changes related to one course.

Academic Unit _____ Department _____ Subject _____
 Catalog number _____ Section _____ Pathway class number (5-digit) _____
 Course title _____
 Old credits _____ New credits _____ Old grade _____ New grade _____

- SWAP COURSES**

Use this section for changes related to swapping two courses.

DELETE COURSE

Academic Unit _____ Department _____ Subject _____
 Catalog number _____ Section _____ Pathway class number (5-digit) _____
 Course title _____
 Old credits _____ Old grade _____

ADD COURSE

Academic Unit _____ Department _____ Subject _____
 Catalog number _____ Section _____ Pathway class number (5-digit) _____
 Course title _____
 New credits _____ New grade _____

COMMENTS / REASON FOR CHANGE

APPROVAL

Instructor name and optional signature _____ Date _____

Department chair signature (required by A&S) _____ Date _____

Dean's representative signature (required) _____ Date _____

Return signed copies to the Office of Registration & Records, AC 115.

Office use only:
 Entered by _____ Date _____