

Advising Unit

Request to Add/Remove Courses From Degree Work Plan

Date :
 Student Name :
 Student ID :
 Student Major :
 Student GPA :
 Student Mobile :

Total Number of Earned Credit Hours:

Remove Courses						Added Courses					
No.	CRN	Course. Code	Course No.	Credit Hours	Advisor Signature	No.	CRN	Course. Code	Course No.	Credit Hours	Advisor Signature
1						1					
2						2					
3						3					
4						4					
5						5					

Total Credit Hours BEFORE the Request			Total Credit Hours AFTER the Request	
--	-------	--	---	-------

Student Signature:

The advising unit must check all applicable reasons to continue the processing of the student's request:

1	☐ Student changed his/her specialization or transferred from other college		
2	☐ Closed Sections		
3	☐ Student failed in the course during the previous semester		
4	☐ Student under probation and need to change his total number of credit hours this semester in DW.		

Advising Unit