# UNIVERSITY OF **INDIANAPOLIS**
OFFICE OF THE REGISTRAR

# COURSE CHANGE REQUEST FORM

Last Name: _____

UIndy Student ID #: _____

First Name: _____

Term: _____

**DROP/WITHDRAWAL**

| CRN | SUBJECT | COURSE # | SECTION | COURSE NAME |
|-----|---------|----------|---------|-------------|
|     |         |          |         |             |
|     |         |          |         |             |
|     |         |          |         |             |
|     |         |          |         |             |
|     |         |          |         |             |
|     |         |          |         |             |
|     |         |          |         |             |

**Reason for Drop/Withdrawal:**

**ADD**

| CRN | SUBJECT | COURSE # | SECTION | COURSE NAME |
|-----|---------|----------|---------|-------------|
|     |         |          |         |             |
|     |         |          |         |             |
|     |         |          |         |             |
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|     |         |          |         |             |
|     |         |          |         |             |

**Students receiving financial aid should consult an advisor / Financial Aid BEFORE dropping/withdrawing from a class.**

**ADVISOR SIGNATURE** _____ Date _____
(Advisor's signature required for all drops/withdrawals)

**STUDENT SIGNATURE** _____ Date _____
(Student signature required to process request)

_____Day _____ADLT _____Grad
_____ Complete Drop
_____ Date Processed
_____ Initials

**FINANCIAL AID ELIGIBILITY / SATISFACTORY ACADEMIC PROGRESS**

To maintain satisfactory academic progress for financial aid, your cumulative earned hours must equal at least 67% of your cumulative attempted hours. If you withdraw from a course(s), make sure you can still earn at least 67% of your cumulative attempted hours with your cumulative earned hours and your remaining hours for the current term.

Also, your cumulative GPA must adhere to the following scale:

| Term of Enrollment | Minimum Cumulative GPA |
|---|---|
| End of 1st term of enrollment | 1.7 |
| End of 2nd term of enrollment | 1.8 |
| End of 3rd term of enrollment | 1.9 |
| End of 4th term of enrollment | 2.0 |
| End of each subsequent enrollment | 2.0 |

Graduate students *must* maintain a cumulative GPA of 3.0 at the end of each term.