Yale College
Course Change Notice
Please Type or Print

Student ID (SID) _____

Name _____ Class _____ Res. Col. _____
Last First M.

Term: ☐ Fall ☐ Spring Term Year: _____

Consult Academic Regulations, Chapter III of the *Yale College Programs of Study* bulletin, for rules governing course registration, withdrawals and the Credit/D/Fail option. Note that you will be charged a $20 fee for the processing of this form if you have indicated a course add or drop. Forms submitted with clerical errors and omissions may result in a fine of $50. (*Yale College Programs of Study*, Chapter III, Section E)

DROP

Before using this form to drop a course, make sure you understand how the withdrawal will affect your status with regard to fulfillment of the distributional requirements (including the foreign language requirement) and the requirements of your major program, as well as those for promotion and graduation.

Subject	Number	Sect.	CRN
Ex: ENGL	*120*	*02*	*16578*

CONVERT TO CREDIT/D/F

Conversion to Credit/D/F is not possible after the midterm deadline. As many as two credits may be elected under the Credit/D/Fail option in a term. In each term, a student must elect at least two courses, representing at least two course credits, for letter grades or the mark of Pass, in any combination.

Subject	Number	Sect.	CRN
Ex: HIST	*195*	*01*	*32568*

Instructions:
After completely filling out this form submit it electronically either to your college dean or to the administrative assistant. Please retain a copy of the email for your records.

_____
Date Student's Signature

_____
Date Residential College Dean's Signature

Received _____
Date Signature of Dean or Administrative Assistant

ADD/SUBSTITUTE

Note that after you have submitted your course schedule, no new course may be elected without exceptional action of the Committee on Honors and Academic Standing.

Subject	Number	Sect.	CRN
Ex: SPAN	*130*	*15*	*16587*

If you are using this form to drop a higher level course and substitute a lower level course (e.g. from French 138 to French 130), such a change is permitted only with the approval of the instructors of both courses. Without the signatures of the two instructors at the bottom of this form, the Registrar's Office cannot process your course election.

ADD/DROP OPTIONAL DISTRIBUTIONAL CREDIT
(FOR CLASS OF 2009 AND SUBSEQUENT CLASSES ONLY)

Adding or dropping an optional distributional credit requires the approval of the instructor. Without the instructor's signature, the Registrar's Office cannot process your course election.

Add or Drop	Subject	Number	Sect.	Distribution Credit	CRN
Ex: Add	*CHNS*	*267*	*01*	*L5*	*13649*

_____
Date Instructor's Signature

_____
Date Instructor's Signature

Comments:

_____
Date **Registrar's Office**

Revised 03/2020