# APPEAL FOR SCHEDULE ADJUSTMENT

**UWF ID Number:** 
**Name:** 
**UWF Email:** 
**Phone Number:** 

If you are receiving either VA benefits or financial aid (of any kind), a signature from the corresponding office is **REQUIRED**:

NOTE: All Adjustments (especially course/credit additions) must be done by the end of the drop/add period in order to be utilized in your overall credit count towards your financial aid. *Indicates a signature is required in order for the request to be considered complete.

Check any/all that apply:
- [ ] I am NOT receiving any type of financial aid.
- [x] * I am receiving VA benefits and have discussed the actions listed with the **Military & Veteran Resource Center**.
- [x] *I am receiving financial aid and have discussed the effect of the actions listed with the **Office of Financial Aid & Scholarships**.

**Financial Aid Signature:** 
**Date:** 

**VA Benefits Signature:** 
**Date:** 

**Reason for Request:** Requests are considered only in cases of *extenuating circumstances beyond the student's control*. Attach appropriate documentation and additional pages as necessary. **I request permission to make a schedule adjustment for the following reason(s):**

**Notes/Instructions to the student:**
- Late drops must be requested via this appeal form.
- See **Requesting a Schedule Adjustment** for deadlines.
- Instructors MUST approve ALL LATE ADD requests.
- It is highly recommended that student see their academic advisor prior to requesting adjustments to ensure that course selection aligns with degree planning.
- Students whose adjustment increases the total number of credit hours of enrollment or whose fees increase will be assessed any/all additional/applicable fees, including, but not limited to the $100 late payment fee.

## REQUEST(S) for ADJUSTMENT

(*REQUIRED- To be obtained by student)

<table>
<thead>
<tr>
<th>Adjustment (Add/Drop)</th>
<th>CRN #</th>
<th>Subject Prefix &amp; Course Number</th>
<th>Credit Hrs.</th>
<th>Date Course Starts/Started</th>
<th>Grade Mode</th>
<th>*Instructor Signature Needed for course Add(s) Only</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Student Signature:** 
**Date:** 

---

**REGISTRAR OFFICE USE**

**Term Code:**  
**Completed By:**  
**Date:**  

Processed: [ ] YES  [ ] NO  
Notification completed: [ ] Controller/Student Accounts  [ ] Financial Aid  [ ] Student  

**Comments:** 

---

Rev. 20170621