



Return to:
 Office of the Registrar
 Oregon State University, B102 Kerr Administration Building, Corvallis, OR 97331-2130
 T 541-737-4331 | F 541-737-8123 | registrars@oregonstate.edu | http://oregonstate.edu/registrar

Request to Modify Course Credit

Graduate and undergraduate students, on an individual basis, may request to change credit hours for a variable credit course. This form is only required after the course add period is over for the term.

Instructions

- Student must be registered for the course.
- Student must obtain approval from the instructor and the academic department that offers the course.
 *All signatures are required. Incomplete forms will be returned to the student.
- Student should complete the form and return it to the Office of the Registrar.
- A \$20 fee will be charged per course credit changed.

STUDENT INFORMATION

Student ID# _____ Name _____ Term _____

COURSE INFORMATION

CRN _____ Department _____ Course _____ Title _____

Change Credits From: _____ Change Credits To: _____

APPROVALS

Student (Print): _____ **Signature:** _____ **Date:** _____

Instructor (Print): _____ **Signature** _____ **Date:** _____

**My signature indicates approval of the addition or subtraction of credits as outlined above.*

Department (Print): _____ **Signature** _____ **Date:** _____

**My signature indicates approval of the addition or subtraction of credits as outlined above.*

Academic Advisor/Graduate School Dean:

Print: _____ **Signature** _____ **Date** _____

International Advisor: (for international students)

Print: _____ **Signature** _____ **Date** _____

Office of the Registrar Use Only: SFAREGS CRN: _____

Processed by: _____ Date: _____ Notes: _____