



WHICH COMMITTEE?

REGISTRAR (ARC)	OFFICE OF ACADEMIC ADVISING (SRC)
Adding courses past the deadline (any term)	Academic reinstatement
Change in grading option past the deadline (current term)	Cancellation of disqualification
Selective withdrawal past the deadline (current term)	Cancellation of academic probation
Repeating courses that were passed with grade of C or better	Retroactive complete or selective withdrawal (term has ended)
Receive credit twice for the same course	Retroactive change in grading option (term has ended)
Register for more than 24 credits/more than 18 credits on probation (any term)**	Retroactive contested grades (term has ended)
Reduction in graduation requirements	Student wanting to register for 16-18 credits while on probation—paper slip needs to be signed by advisor and will also need RO approval
Change in grading option when it affects 168ABCDP*/45ABCD credits for graduation (any term)	
Credit by exam	
	OFFICE OF ACADEMIC ADVISING (TRC)
Partial refund for current or past term (not a refund for a complete withdrawal)	Reviews petitions for refund on <u>complete</u> withdrawal from any term (current or retroactive)

**Students seeking to register in 22-24 credits who are in good academic standing should get permission from their academic department (any advisor can increase credit load in DuckWeb in the Faculty Advising Menu)