



FLORIDA STATE UNIVERSITY

# Request to Modify Course Credit for an Individual Student

Revised 3/7/2014

## Course Modification Procedures

Graduate and undergraduate students, on an individual basis, may request that a course's credit hours be modified.

### Instructions

1. Course credit may not be modified upward.
2. Student must be registered for the course.
3. Student must obtain approval from the Chairperson of the Academic Department which offers the course and from his/her Academic Dean.
4. Student should complete the modification form and turn it in to the Registrar prior to fee payment deadline for the term.

Department	Course	Section	Hrs.	Term Effective
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Last Name	First Name	Middle Initial	FSUID
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Approved:		Date:	
	Chairperson Signature	Department	

Approved:		Date:	
	Dean Signature	College	

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### Office of the University Registrar

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_