

### 2009 Engineering Summer School Course Change Form

**Personal Data**

LAST NAME	FIRST	M.I.
ADDRESS WHILE ATTENDING WASHINGTON UNIVERSITY		
CITY	STATE	ZIP CODE
PHONE	E-MAIL	
ID OR SOCIAL SECURITY #	DIVISION	

**Drop Class**

DEPT #	DEPT NAME	COURSE #	SECTION	UNITS
DEPT #	DEPT NAME	COURSE #	SECTION	UNITS

**Add Class**

DEPT #	DEPT NAME	COURSE #	SECTION	UNITS
INSTRUCTOR SIGNATURE OF APPROVAL		GRADING OPTION		
		<input type="radio"/> LETTER <input type="radio"/> CR, NC, P/F <input type="radio"/> AUDIT		
DEPT #	DEPT NAME	COURSE #	SECTION	UNITS
INSTRUCTOR SIGNATURE OF APPROVAL		GRADING OPTION		
		<input type="radio"/> LETTER <input type="radio"/> CR, NC, P/F <input type="radio"/> AUDIT		

**Unit Change**

DEPT #	DEPT NAME	COURSE #	SECTION
INSTRUCTOR SIGNATURE OF APPROVAL		OLD UNITS	NEW UNITS

**Change of Grade Option**

DEPT #	DEPT NAME	COURSE #	SECTION	UNITS
OLD GRADING OPTION		NEW GRADING OPTION		
<input type="radio"/> LETTER <input type="radio"/> CR, NC, P/F <input type="radio"/> AUDIT		<input type="radio"/> LETTER <input type="radio"/> CR, NC, P/F <input type="radio"/> AUDIT		

SIGNATURE	DATE
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**Office Use Only**

DATE	/	/	INITIAL
CHARGE AMOUNT \$			
REFUND	FULL	75%	50% 25% NONE
<small>(circle one)</small>			
REFUND AMOUNT \$			
DIRECTOR'S APPROVAL			
TUITION	LAB FEES	<input type="radio"/> drop delete <input type="radio"/> drop w/o prejudice	
TUITION	LAB FEES	<input type="radio"/> drop delete <input type="radio"/> drop w/o prejudice	
TUITION	\$		
LAB FEES	\$		
LATE FEE	\$		
TOTAL DUE	\$		
AMOUNT PAID	\$		
METHOD OF PAYMENT (please circle)			
credit card	check	cash	employer
remission	loan	scholarship	

**Note:** All course changes involving courses listed in the Summer Bulletin must be brought to Lopata Hall, Room 204, for validation. Refunds are determined by the date validated.