



**THE UNIVERSITY OF TOLEDO COLLEGE OF MEDICINE & LIFE SCIENCES
30-DAY COURSE CHANGE REQUEST FORM**

Students are required to have their schedules set 30 days prior to the start of a course. A schedule change within those 30 days, due to an emergent issue, requires signatures by the Associate Dean of Medical Education and the Clerkship Coordinators from the course departments.

Name: _____

Class Year: _____

Telephone #: _____

Rocket ID #: R _____

UT Email Address: _____

Term (circle one): SPRING SUMMER FALL

Current School Year: _____

Reason/Explanation for requested changes: _____

Check this box if this change was <u>initiated</u> by STUDENT AFFAIRS : <input type="checkbox"/> *	Check this box if this change was <u>initiated</u> by a CLERKSHIP COORDINATOR : <input type="checkbox"/> *	
<i>*If Student Affairs or a Clerkship Coordinator initiates this form, the Associate Dean of Medical Education does NOT need to sign the form.</i>		
APPROVE: <input type="checkbox"/> DENY: <input type="checkbox"/>	Coral Matus, M.D. Associate Dean of Medical Education	Signature: _____

ACTION A = Add Course D = Drop Course	COURSE ID <i>(ex: MEDI715, PEDS723)</i>	CRN #	START DATE	END DATE	APPROVE or DENY	DEPARTMENT COORDINATOR'S SIGNATURE
					APPROVE: <input type="checkbox"/> DENY: <input type="checkbox"/>	
					APPROVE: <input type="checkbox"/> DENY: <input type="checkbox"/>	
					APPROVE: <input type="checkbox"/> DENY: <input type="checkbox"/>	
					APPROVE: <input type="checkbox"/> DENY: <input type="checkbox"/>	

If the student listed above initiates this form, the student understands that:

- Schedule change requests should occur no less than 30 days prior to the start of a course.
- All approval signatures must be included on this form.
- Schedule changes may result in financial implications.
- A late change may reflect poorly on the student's planning abilities and may result in a Professional Behavior Report.

Student Signature

Date

**** Once all signatures have been obtained a copy must be sent to the Registrar ****