SOUTHERN ILLINOIS UNIVERSITY
Graduate School

Graduate School Registration Office
Student Services Building
Room 325
Carbondale, IL 62901
gradregistration@siu.edu
618-453-2969

COURSE REQUEST FORM FOR GRADUATE STUDENTS

Students can register for full-semester courses through SalukiNet up until the end of the first week of the semester. For early and late-starting courses, registration is available up until the first day of the course. Any changes to full-semester courses, including section changes and switching to audit (AU) status, must be completed by the end of the second week. All adds, drops and changes processed by the Graduate Registration Office require a Course Request Form (CRF) and must be signed by the Director of Graduate Studies.

To drop a full-semester course with a refund, students must do so by the end of the second week using SalukiNet. **To withdraw from a course with a W grade, students have through the tenth week of the semester.** If a student has a registration hold or if a program initiated administrative drop is necessary due to ineligibility, a CRF must be used.

To request a drop after the tenth week, students must complete a Retroactive Academic Action Petition Form to request an exception to policy. All petitions must be accompanied by the appropriate official documentation.

Late registrations will no longer be allowed beyond the second week of the term. In cases of genuine exceptions that arise, these exceptions will be reviewed rigorously and require approval from the Director of Graduate Studies, the Academic Dean, the Graduate School Dean, and the Provost. **To request an exception, the signed CRF and a memo, explaining why the add is being requested after the deadline, must be submitted to the Graduate Registration Office.** After both documents have been received, they will be forwarded to the Graduate School Dean and the Provost for final review.

COURSE REQUEST FORM FOR GRADUATE STUDENTS

Faculty approval for late access received and on file   **Submit form to: gradregistration@siu.edu**

TERM	YEAR	DAWGTAG		NAME		DATE

ACTION CODE	CRN	SUBJECT	COURSE	SECTION	GRADE MODE	CREDIT HOURS	LEVEL	DROP DATE MONTH	DROP DATE DAY	COLLEGE/UNIT
										Academic Program

TOTAL CREDIT HOURS:

Director of Graduate Studies   Date
(Signature indicates faculty approvals are on file)

Graduate School Signature   Date
(When signed, indicates the form has been processed)

Signature Routing

Signature routing for all graduate students adding course(s).

Academic Dean Signature   Date

BEFORE WEEK 3
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Graduate School Dean Signature   Date

WEEK 3 - 14

Provost Signature   Date

1-Director of Graduate Studies / 2-Academic Dean / 3-submit to gradregistration@siu.edu (A memo is required - see above)