

Registrar Services

Application for changing the function of a course

If you have discussed with your Academic Advisor and the Study Program Chair of your major that you may exceptionally assign a new function to a course within your study rule, please complete this form. The application must be handed in during the semester in which the course that will acquire a new function is offered.

Personal Information	
Matriculation N°	
Family Name, First Name	
Major	
Current Semester (e.g., 1 st , 2 nd , 3 rd , etc.)	
Academic Advisor	

Course Information	
Course N°, Course Name	
Instructor of Record	
New Function of the Course	
Please describe the new function of the course (e.g., 3 rd year Specialization Course)	
Reason for Function Change	

Student's Signature	
"I hereby request that the course listed under Course Information may take over the function described under New Function of the Course".	
Date	Signature

Study Program Chair's Signature	
"I hereby confirm that the course listed under Course Information may take over the function described under New Function of the Course".	
Date	Signature

For internal use (Registrar Services)	
Once the form is submitted, RS will request final approval from the Dean.	
Date	Dean's Signature