

SUMMER TERM
California State University, Chico
Request for Change of Program (COP)

Section to be completed by student in ink (please print):

Today's Date: ___ / ___ / ___

|_|_|_|_|_|_|_|_|_|_|_|_|_|_| NAME: _____
Chico State ID Number Last First M.I.

LOCAL ADDRESS: _____
Number Street Room or Apt. No. City State Zip New Address Yes- No-

Local Telephone #: _____ Cell Phone #: _____ Summer Term Session: I II III IV V _____ - _____
Begin Date End Date

|_|_|_|_|_|_|_| Course: _____ Section: _____ Units: _____ Year: _____
Class Number Subject, Number, & Section (e.g., ENGL 130-01)

Financial Aid Student? Yes- No- (If yes, an approval signature from the Financial Aid Office is required below.)

REASON FOR THIS COP ACTION: _____

Section to be completed by instructor in ink:

AUTHORIZATIONS (signatures indicate approval for action identified below):

MARK ONLY ONE OF THE FOLLOWING ACTIONS: Add Drop Add for Audit Add Time Conflict Change Grading Option to Letter Grade
 Change the above class from Section: | ___ | to Section: | ___ | |_|_|_|_|_|_|_| Class Number

Instructor: _____
Print Name (Required) Signature Date

Dept. Chair: _____
Print Name Signature Date

College Dean: _____
Print Name Signature Date

Financial Aid Approval: _____ Date _____

COP forms submitted by Financial Aid students without approval will not be processed.

----- **FOR OFFICE USE ONLY.** -----

FEE RECEIPT # _____ RECEIPT DATE _____ SRO INITIALS _____

PROCESS DATE _____

Part 1 – Source document to be kept in the Student Records and Registration Office;
Part 2 – Student's Copy; Part 3 – Financial Aid Copy
Student Records and Registration Office

RETURNED ACTION # _____

Summer Term COP Procedures

Students are responsible for obtaining faculty and additional signatures and for the return of their COP form to the Student Records and Registration Office in Meriam Library, room 180. **COP forms submitted to the Student Records and Registration Office with approval dates more than 10 working days old will not be accepted.**

Credit/No Credit Grading Option

To change grading option to Credit/No Credit, students must complete the Electing Courses for the Credit/No Credit (CR/NC) form, available on-line (www.csuchico.edu/sro) and in the lobby of the Student Records and Registration Office.

Change of Units

If adding or dropping results in a tuition fee change, the student is responsible for paying additional fees or filing for a refund at Financial Services in Kendall Hall, room 213. During the first two days of class, students may transfer from one class to another class without financial penalty.

Financial Aid Recipients

Financial Aid recipients are responsible for getting approval from the Financial Aid Office in Meriam Library, room 161 for all Summer Term add and drop actions. COP forms submitted by Financial Aid students without this approval will not be processed.

COP Signature Requirements for State Supported Summer Term Sessions

Course Length	Instructor Only	Instructor, Chair, Dean
3-4 weeks	First through third day of class	Fourth day of classes and after
5-6 weeks	First through fifth day of class	Sixth day of class and after