

THE FOLLOWING COP FORM IS A SAMPLE ONLY.

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

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

Today's Date: \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-  
Social Security Number NAME: Last First M.I.

LOCAL ADDRESS: \_\_\_\_\_  
Number Street Room or Apt. No. City State Zip

Local Telephone #: \_\_\_\_\_  
New Address Yes- No- Course Type:  Regular  Open University  CSUSAT  Special Session:  
Begin Date \_\_\_\_\_ End Date \_\_\_\_\_

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-  
Course: Section: Units: Year:  Fall  Spring  Intersession  Summer  
Course Call Number Subject, Number, & Section (e.g. ENGL 001 001)

REASON FOR THIS COP ACTION: \_\_\_\_\_

**Section to be completed by instructor in ink:**

**AUTHORIZATIONS** (signature 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: \_\_\_\_\_

Instructor: \_\_\_\_\_  
Print Name (Required) Signature Date

Dept. Chair: \_\_\_\_\_  
Print Name (Required after 20th day of classes) Signature Date

College Dean: \_\_\_\_\_  
Print Name (Required after 20th day of classes) Signature Date

LATE FEE WAIVER \_\_\_\_\_  
(refer to instructions on back of this form) College Dean/Administrator Signature  
Dean's signature required to authorize by transactions:  
Signature Date

Reason For Fee Waiver: \_\_\_\_\_  
-----FOR OFFICE USE ONLY-----

If submitted the 26th day of instruction: FEE RECEIPT # \_\_\_\_\_ RECEIPT DATE \_\_\_\_\_ SRRO initials \_\_\_\_\_

PROCESS DATE \_\_\_\_\_

RETURNED ACTION # \_\_\_\_\_