

Add/Drop Form

This form is used to petition the Registrar to change your courses after on-line registration via SIS has closed. Students may add or drop elective courses (or swap sections of required courses) for the first 12.5% of the course (two weeks for typical full-term courses, and one week for half-term courses). There is no penalty for dropping courses during this period, and no record of enrollment will appear on the transcript.

Withdrawal from courses after the Add/Drop deadline requires written permission from the student's Program Director or an approved leave of absence. A grade of W (Withdrawn) will be recorded on students' transcripts.

Students may not withdraw from a class after the final meeting or after the end of the term, whichever is earlier.

Student Name: _____ **EMPLID:** _____

ADD DROP _____
Course Designator and Number Course Name

ADD DROP _____
Course Designator and Number Course Name

ADD DROP _____
Course Designator and Number Course Name

ADD DROP _____
Course Designator and Number Course Name

ADD DROP _____
Course Designator and Number Course Name

Required Signatures

This form must be signed and dated by the individuals listed below. If the course being added or dropped has not yet begun, this form may be submitted without the signature of the course director and program director.

Student: _____ Date: _____

Course Director: _____ Date: _____

Program Director: _____ Date: _____