

# Add/Drop Request

## Process and Steps for Completing the Add/Drop Request Form

After a student has completed an initial registration for a particular term, he or she will be permitted to add new courses or drop courses. The final date to add a course without being assessed a late fee falls on the last day of the 1<sup>st</sup> week of classes. The last possible day to drop a course is the last day of class in the term with the approval of the dean. The specific dates for add/drop are listed on the official Academic Calendar.

**Steps:** 1) obtain the appropriate Add/Drop designation, and a signature from the instructor of each course; 2) obtain a signature from the college dean or designee; and 3) submit the completed form with all signatures and dates, as noted at the bottom, to Admissions and Records, BSEB 200. It is the student's responsibility to complete this form accurately and completely.

*This form is used to add and/or drop courses from a student's enrollment; however, it cannot be used to drop all courses.* To drop all courses a student should complete the Withdrawal Form.

**Professional Students:** Clinical instructor signatures are not required.

## Policy

### Tuition Refund:

No refund on dropped course after the 1<sup>st</sup> two weeks of Fall or Spring classes or the 1<sup>st</sup> week of Summer.

### Adding Classes - Fee:

Students may add during the 1<sup>st</sup> week of classes for Fall, Spring, and Summer. A \$20 late fee will be assessed.

### Dropping Classes - Grades:

A student who drops a course during the 1<sup>st</sup> two weeks of classes (1<sup>st</sup> week of Summer session) receives no grade. From the 3<sup>rd</sup> week (2<sup>nd</sup> week of Summer session) through the 6<sup>th</sup> week (3<sup>rd</sup> week of a Summer session), any student who drops a course will receive a grade of "W". From the 7<sup>th</sup> week (4<sup>th</sup> week of a Summer session) through the 10<sup>th</sup> week (5<sup>th</sup> week of a Summer session), any student who drops a course will receive a grade of either "W" or "F" from the instructor in the course. After the 10<sup>th</sup> week (the 5<sup>th</sup> week of a Summer session) through the remainder of the term, drops are not permitted except by direct petition to the dean of the college in which the student is enrolled. The student who drops with permission of the dean will receive a final grade of "W" or "F" at the discretion of the instructor. **(Audit Policy on Back)**

Student Name (please print)			Student ID Number	Telephone Number
Last Name	First Name	Middle		(   )
College and Major	Current Total Hours	Proposed Total Hours	Term and Year	

List Classes – Additional Space on Back	Subject Area	Catalog Nbr	Section	Class Nbr	Course Title	Hours
	Add/Drop - To Be Completed by Instructor			Instructor Signature		Date
	<input type="checkbox"/> DROP: <input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> No Grade <input type="checkbox"/> _____ <input type="checkbox"/> ADD: <input type="checkbox"/> Credit <input type="checkbox"/> Audit					
	Subject Area	Catalog Nbr	Section	Class Nbr	Course Title	Hours
	Add/Drop - To Be Completed by Instructor			Instructor Signature		Date
	<input type="checkbox"/> DROP: <input type="checkbox"/> W <input type="checkbox"/> F <input type="checkbox"/> No Grade <input type="checkbox"/> _____ <input type="checkbox"/> ADD: <input type="checkbox"/> Credit <input type="checkbox"/> Audit					

## Authorizations and Signatures

Student Signature	Date	College Dean or College Designee Signature	Date
Graduate College Dean	Date	Office of Admissions and Records	Date

## Administrative Use Only

Processed By	Date	Percentage	Comments
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