



PROFESSIONAL AND
ADULT STUDIES

Drop/Add Form

Today's Date
(Date form is being created)

Student's Name

Student ID #

DROP

Year	Term	Session	Course #	Course Title	Section #	Course Dates	Night of Week

ADD

Year	Term	Session	Course #	Course Title	Section #	Course Dates	Night of Week

NOTE – Students may register for up to 2 (two) courses per session. Students may add courses no later than the first week of each session (on-ground courses). Students who wish to withdraw from a course without a notation on their permanent record may do so during the first week of the session. After the first week, but before the last day to withdraw without a failing grade, a student may withdraw from a course with a "W" recorded on the transcript. Upon withdrawal after this date, a grade of "WF" will be recorded. If a course grade of "F" has already been incurred, a student may not withdraw from that course.

ONLINE COURSES - The last day to add a course is the Friday before class starts. Students may drop during the first week of class, the drop/add period.

For Undergraduate students and Graduate students on term

If a course is being dropped during a session in which no other classes are scheduled, **I, the student, agree to return with _____ (Year/Term/Session).**

For Graduate students on non-standard term I, the student, agree to return on _____ (Date).

Student Signature	Date	Rec'd*	Advisor Initials
		Scanned	Date Processed

*Rec'd date is the date the student made the request

Office Use only: Please check appropriate box –

- Student is still registered for another course during dropped session(s) - LDA - _____ (Student may sign form or send email for documentation of request)
- Student is not currently registered for any other courses during session dropped - LDA - _____ (**Student must sign form** & indicate term and session of return)
- Student is withdrawing from the school and does not plan to return. Complete PGWD form instead. (Student may sign PGWD form or send email to document request)
- For Graduate students on non-standard term, is break greater than 45 days? _____ If yes, list LDA - _____ (**Student must sign form**)