



Add / Drop / Withdraw Form

Student Name: _____

During the first week of a semester, a student may ADD or DROP courses assuming credit requirements are being met. Dropped courses will not be listed on the student's transcript. During an intensive, a course can only be dropped within the first two days.

I wish to **ADD** the following course(s) to my schedule:

I wish to **DROP** the following course(s) from my schedule:

After the first week of a semester, and before the midpoint of the semester, a student may withdraw from elective courses. A student will receive a W on the transcript. This will not count in GPA and attempted credit calculations. If, however, the student elects to withdraw from a class after the midpoint of the semester, a grade of A through F must be given and it will count toward GPA.

I wish to **WITHDRAW** from the following course(s) in my schedule:

Signatures of the student's advisor and course faculty are required before submitting this form to the Registrar.

Advisor: _____ Date: _____

Dropped/Withdrawn Course Faculty: _____ Date: _____

Added Course Faculty: _____ Date: _____

Registrar _____ Date: _____