

Sterling College

WORKING HANDS ♦ WORKING MINDS

ADD / DROP / WITHDRAW FORM

Student Name: _____

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

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

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

After the first two weeks 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 and Date

_____ Course Faculty and Date

_____ Registrar and Date