

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 falls on the last day of the 1st 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, LIB 121. 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 Request.

Professional Students: Clinical instructor signatures are not required.

Policy

Tuition Refund:

No refund on dropped courses after the 1st two weeks of Fall or Spring classes or the 1st week of Summer.

Adding Classes - Fee:

Students may add courses during the 1st week of Fall or Spring (3rd day of Summer). A \$50 late fee will be assessed.

Dropping Classes - Grades:

A student who drops a course during the 1st two weeks of classes (1st week of Summer session) receives no grade. Undergraduate students dropping from the 3rd week (2nd week of Summer session) through the 12th week (6th week of a Summer session) and Graduate or Professional students dropping from 3rd week (2nd week of Summer session) through the 10th week (5th week of Summer session), will receive a grade of "W." Beginning the 13th week (7th week of Summer session) for Undergraduate students and 11th week (6th week of Summer session) for Graduate and Professional students through the remainder of the term, drops are permitted 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. Graduate College Students must be passing a course with a grade of "C" or better to drop a course with a "W." **(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

Subject Area	Catalog Nbr	Section	Class Nbr	Course Title	Hours

Add/Drop - To Be Completed by Instructor	Instructor Signature	Date
DROP: W F No Grade _____ ADD: Credit Audit		

Subject Area	Catalog Nbr	Section	Class Nbr	Course Title	Hours

Add/Drop - To Be Completed by Instructor	Instructor Signature	Date
DROP: W F No Grade _____ ADD: Credit 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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Add/Drop Request Continued

Policy Continued

Audit:

Auditing is attending a class without participating in class work or receiving graded credit. Enrollment as an auditor is permitted subject to the approval of the instructor of the course.

Initial enrollment in a course as an auditor may be completed only between the 1st day of classes and the last day permitted for late enrollment for credit in the term. A change of enrollment from audit to credit may be made, provided the change is made no later than the end of the 2nd week of classes in a regular semester or the 1st week of classes in a Summer session, and provided the instructor and appropriate dean approve. A change of enrollment from credit to audit for Undergraduate students may be made during the 1st two weeks of classes in the Fall or Spring or the 1st week of classes for Summer session. Graduate and Professional students may change from credit to audit during the 1st ten weeks of classes in Fall or Spring or the fifth week of classes for a Summer session, provided the student is passing the course at the time the change is processed and provided the student has the approval of the instructor.

A change of enrollment to audit supersedes the original enrollment for credit, and no withdrawal from the credit enrollment is posted on the student's academic records. Enrollment as an auditor is indicated on the student's permanent academic records with the final mark of "AU" (identified as Audit), subject to the same posting regulations governing credit enrollment.

Additional Space – Continued from Front	Subject Area	Catalog Nbr	Section	Class Nbr	Course Title	Hours	
	Add/Drop - To Be Completed by Instructor				Instructor Signature	Date	
	DROP:	W	F	No Grade	_____		
	ADD:	Credit		Audit			
	Subject Area	Catalog Nbr	Section	Class Nbr	Course Title	Hours	
	Add/Drop - To Be Completed by Instructor				Instructor Signature	Date	
	DROP:	W	F	No Grade	_____		
	ADD:	Credit		Audit			
Subject Area	Catalog Nbr	Section	Class Nbr	Course Title	Hours		
Add/Drop - To Be Completed by Instructor				Instructor Signature	Date		
DROP:	W	F	No Grade	_____			
ADD:	Credit		Audit				

Comments: