



Student-Initiated Course Action

Add / Drop / Withdraw

1. Student: Complete this form and bring it to our advisor and the Instructor(s).
2. Advisor: Approve course changes with signature.
3. Instructor(s) of each course: Sign form with last date of attendance.
4. Student: Sign form and return it to the Office of Registration Services.

Only Week 1 **ADD** course(s) Write the course information on "ADD" line
(Ends the 5th day of semester) *This includes switching from one section to another section of the same course.*

Weeks 1-3 **DROP (D)** course(s) Write the course information on "D or W" line
(Ends the 15th day of semester) *Course is deleted and does not appear on transcript*

Weeks 4-10 **WITHDRAW (W)** from course(s) Write the course information on "D or W" line
(Ends the 50th day of semester) *Course remains and appears on transcript. Starting week 11 only the course instructor may withdraw a student with a grade of "W" or "F". Instructors must use "Instructor-Initiated Withdrawal of Student(s) from Course"*

Print

Student Name: _____ Student ID #: _____

Advisor Signature: _____ Date: _____

Year: _____ Term: _____ Fall _____ Winter _____ Spring _____ Summer

	<u>Complete Course Number</u> Example: ENG-1000-1	Course Title	Instructor Signature	<u>Last date of attendance</u>
D OR W				
D OR W				
D OR W				
D OR W				
D OR W				
ADD				
ADD				
ADD				
ADD				
ADD				

Student's release: I understand that if I drop or add a class, it may have an adverse effect on my ability to graduate on time, as well as have an impact on any future financial aid I may receive, both this semester and in future semesters.
Any schedule change that I make is my responsibility.

Student's Signature: _____ **Date:** _____

The Division Chair and the VP of Academics must approve any add or drop past the deadlines stated above.