



ADD | DROP | WITHDRAW REQUEST FORM

The **deadline to add a course** is the first business day of week two of the academic semester. The **deadline to drop a course** is the first business day of week four of the academic semester. The **deadline to withdraw from a course** is four weeks prior to the last day of class during the academic semester.

Student: _____ Semester: _____

Course 1 _____ DROP ADD W/D

Professor Signature _____

Course 2 _____ DROP ADD W/D

Professor Signature _____

Course 3 _____ DROP ADD W/D

Professor Signature _____

Course 4 _____ DROP ADD W/D

Professor Signature _____

Student Signature _____ Date _____

Advisor Signature _____ Date _____



INFORMATION ABOUT ADD, DROP, AND WITHDRAWAL OF COURSES

To add or drop a course prior to the appropriate deadlines, a student must formally submit a formal request to the Registrar with his/her advisor's signature. The professor of the course in question must also sign off on the Add/Drop form.

Add a course deadline: The first business day of week two of the academic semester.

Drop a course deadline: The first business day of week four of the academic semester.

Withdraw from a course deadline: Four weeks prior to the last day of class of the academic semester.

A student who drops a class before the drop deadline may be refunded his/her tuition according to the Tuition Refund Schedule laid out in the refund policy (located in the Tuition & Cost section of the Academic Catalog). Students who withdraw from a class after the drop deadline are not entitled to refunds of tuition or fees.

If a student desires to drop a course after the drop deadline, he/she can withdraw from the course on a pass basis until the withdrawal deadline. A withdrawal on a failing basis will not be allowed; however, an appeal may be made to the Academic Dean under extreme situations.