

DROP / ADD

TERM _____

Students: When this form is complete with the appropriate signatures and any required additional forms, it should be returned to your collegiate advising office.

NOTE: Taking a course after two previous attempts (a W is considered an attempt) requires permission from the Associate Dean of the student's home college.

Name: Last, First, Middle	ID Number
Division __AS __BA __ES __GR __LW __HS	ATHLETE __YES__NO Eligibility Checked YES__NO__ Athletics Initial _____

COURSES TO BE DROPPED

COURSES TO BE ADDED

Drop Withdraw	Dept. Abbrev.	Course Number	Section Number	Credit Hours	Instructor approval after the third week.		Dept. Abbrev.	Course Number	Section Number	Credit Hours	• See note below

TOTAL HOURS OF ENROLLMENT AFTER THIS CHANGE:

STUDENT SIGNATURE	DATE
FACULTY ADVISOR SIGNATURE (ENS & Graduate School only)	DATE
DEAN/COLLEGIATE ADVISOR SIGNATURE	DATE

- Some additional signatures may be required in order to add a class. Please see your advising office for instruction.

Note: Non-attendance does not constitute a withdrawal; students must go through their advising office to withdraw from a class.

Refund Policy: A student withdrawing from his/her courses from the University may receive reduction of tuition based on the following schedule from the date of the withdrawal:

Fall & Spring Refund Schedule:		Summer Refund Schedule:	
First day of classes	100%	Day 1	100%
Day 2 through end of first week	90%	2-4 days	80%
Second and Third Week	50%	5-7 days	50%
Fourth through the Seventh week	25%	7-10 days	25%
Remainder of Semester	0%	After 10 days	0%