

Drop / Add

Term _____

Students: This form must be taken to your faculty advisor for approval. After approval from the faculty advisor, this form must be taken to the Graduate School

Name: Last, First Middle	ID Number
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Courses to be Dropped

Courses to be Added

Drop Withdraw	Dept. Abbrev.	Course Number	Section Number	Credit Hours	Dept. Abbrev.	Course Number	Section Number	Credit Hours	*See note below

Total hours of enrollment after this change:

Student Signature	Date
Faculty Advisor Signature	Date
Graduate School Approval	Date

(Digital signatures are not accepted. Form can only be processed with your signature or a confirmation email from your assigned TU Email Account)

* Some additional signatures may also be required in order to add a class. Please see your advisor of the Graduate School for instructions. Instructor permission is required after the start of class to add/drop a class.

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 one or more courses will 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%