



ADD/DROP FORM

*Office of the Vice President for Academic Affairs
Office of the Registrar*

A student may add or drop a class before the add/drop deadline without academic ramifications except absences for any classes missed before adding a class. The deadline is the Friday of the second week of classes.

All course changes (including adding and dropping) must be approved by the student's Program Director.

A class dropped before the add/drop date will not appear on the student's transcript. A class may not be added after the add/drop date.

If a student drops a class after the add/drop date and before the midterm (exactly 4 weeks after the add/drop date), they will receive a W (withdraw) for the class, which will appear on their transcript, but will not affect their GPA. If a student drops a class after the midterm, the instructor will assign either a WP or WF grade (withdraw while passing/withdraw while failing) based on the student's work to that point in the term. A WP or WF will appear on their transcript. WP does not impact their GPA, but WF does.

If a student drops below 9 credit hours for the term, financial aid may be affected. If the student is receiving funding from a Canadian or US student loan, they must contact the Financial Aid office.

BASIC INFORMATION

Full Name: _____ Fall Spring Summer

Date: _____ Year: _____

Course No.	Section	Course Title	Add	Drop	Credit Hours

Reason: _____

Student Signature: _____ Date: _____

Program Advisor Signature: _____ Date: _____

Academic Dean Signature: _____ Date: _____

OFFICE USE ONLY

Refund Amount: _____ Grade Changed in Populi: _____

Date Refund took effect (in accordance with refund schedule): _____

Number of Credits Remaining (below nine credits, this form needs to go to Financial Aid Officer): _____