

DROP/ADD REQUEST FORM

Students may drop/add courses during the first two full weeks of each semester by submitting the Drop/Add Request Form to the Registrar's Office after having obtained the required signatures. A course may be added only if there is space available in the requested course, and may be dropped only if a student maintains the minimum number of credit hours per semester. A student may only add a course if they attend 50% of sessions in each of the first two weeks. Drop/Add changes are not official until the form has been processed by the Registrar's Office. Students will be informed of all applicable changes to their schedule via updates to their BIP account.

Note: A student who wishes to take more or less than the normal workload **and/or** drop a class after the end of the official Drop/Add period should NOT use this form. Use the ADDITIONAL COURSELOAD/LOWER COURSELOAD request form instead.

Last Name: _____ First Name: _____
 Program: _____ Semester: _____
 (BA students only)

Course to be DROPPED:

| Course ID | Title | Instructor |
|-----------|-------|------------|
| | | |

Course to be ADDED:

| Course ID | Title | Instructor |
|-----------|-------|------------|
| | | |

Required Signatures:

 Student Signature/Date

 Course Instructor Signature/Date
 (course to be added)

 Academic Advisor Signature/Date

 Dean Signature/Date

Office use:

 Date received

 Date processed

 Processed by