

# DROP/ADD REQUEST FORM

Students may drop and/or add courses during the first two full weeks of each semester by submitting the Drop/Add Request Form to the College Registrar. 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 semesters. A student may only add a course if they have attended 50% of its sessions in the first two weeks. Students who have submitted Drop/Add requests will be informed of changes to their schedules. A course that is dropped after the official Drop/Add period is considered a late drop or withdrawal. In this case a letter “W” (Withdrawn) will appear on the transcript. A student who wishes to take more or less than the normal workload should NOT use this form. Use the ADDITIONAL COURSELOAD/LOWER COURSELOAD request form instead.

Note: Drop/Add changes are not official until the form has been signed, returned and processed by the Registrar’s Office. Students will be informed by the Registrar’s Office of all applicable changes to their schedules after the Drop/Add period.

Last Name	First Name
Semester	Program
	Year

Course(s) to be DROPPED:

Course ID	Title	Credits	Instructor	Late drop?

Course(s) to be ADDED:

Course ID	Title	Credits	Instructor	Late drop?

Required Signatures:

Student	Date
Academic Advisor	Date
Dean of Academic Affairs	Date

Office use:

Date received	Date processed	Processed by
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