FOR ADMINISTRATIVE OFFICE USE ONLY

Course Drops/Withdrawals may jeopardize financial aid (1-1324), veteran’s benefits (1-1316) or athletic eligibility status (1-1047); please consult with these offices.

Please note that if no effective drop or add date is indicated, we will use the date the Dean’s Office signed this form.

Backdating will not give any financial adjustments -- the appropriate forms must be forwarded to the Bursar’s Office for any financial adjustment requests.

Refund Requests: With the exception of course swaps and section changes, before a refund is requested, the action must be checked with the Office of Financial aid to determine the impact on the student. If a refund is in the student’s best interest, the request is done via Bursar’s Office Refund Form. Forward both the refund request form and this form to the Bursar’s Office.

Academic Record Implication Notes:
Course Drops: During 1st Third of the semester, course will not appear on the student’s transcript
   During 2nd Third of the semester, course will receive a grade of “W”
   During 3rd Third of the semester, course will receive a grade of “F”

Procedure Notes:
1st & 2nd Thirds of the Semester:
Dean’s Offices have permission to do course adds, course drops and grading option changes as long as no refund is involved, and no back dating so that a grade of “W” or “F” does not appear on the student’s record.

However, this form must be completed for the following:
☐ Any Course Drop/Withdrawal where a financial adjustment or student refund appeal forms are being submitted
☐ Any Course Drop/Withdrawal that needs backdating for academic record reasons
☐ All Section Changes, Course Swaps & Credit Hours Changes
   Note: Any course swaps after the 1st third will be questioned.

During the 3rd third
All course changes must be done via completion of this form.