



Please see information on back

Course Add/Drop/Swap Request

Do not use this form if the student is withdrawing from the University
Student is responsible for any financial aid implications arising from these adjustments

Student Name: _____ Last Name _____ First Name _____ Student's Date of Birth _____ MS ID: _____ Term: _____

Program: _____ Plan: _____ Today's Date: _____

Instructor or Unit

Administrator Signature
(as required by Dean/Director)

Course Add (A) Drop (D) Withdrawal (W) – circle correct code(s) below

A D W Class Number: _____ Credits: _____ Course Section: _____ Effective Date: _____
Course Designer: _____

A D W Class Number: _____ Credits: _____ Course Section: _____ Effective Date: _____
Course Designer: _____

A D W Class Number: _____ Credits: _____ Course Section: _____ Effective Date: _____
Course Designer: _____

Course Section Change
Course Designer: _____ to Section: _____
Change from Section: _____

Course Swap
Drop Class Number: _____ Course Designer: _____ Course Section: _____
Add Class Number: _____ Course Designer: _____ Course Section: _____

Credit or Grade Option Change
Class Number: _____ Course Designer: _____ Course Section: _____
Change Credits from _____ to _____ Grading Option from _____ to _____

Student Signature _____ Date _____ Advisor Signature _____ Date _____ Dean's Office Signature _____ Date _____

FOR OFFICE USE ONLY: A Financial Adjustment is Being Requested

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 need justification

During the 3rd third

All course changes must be done via completion of this form.