



COURSE DROP/ADD FORM

Instructions:

During the 5 day drop/add period,

The student should confer with and obtain signature in the sequence shown:

- Financial Aid Director
- Academic Advisor

Submit to the Registrar by the end of the 5th day of classes.

After the 5 day drop/add period,

The student should confer with and obtain signatures in the sequence shown:

- Financial Aid Director
- Course Coordinator(s)
- Academic Advisor

The **Advisor** submits this form to the Registrar by the end of the last day to drop a course without academic penalty for the student to receive a "W" for the course or after this time for the student to receive a "W" or "WF".

(See "Academic Progress" polices 02 04 ACADEMIC PROGRESS AND GRADUATION POLICY)

The official date for dropping the course will be the date the Registrar receives and signs this form.

Student Name (Please Print)

Social Security No.

Student Signature

Date

Financial Aid Director Signature

Date

COURSE TO BE DROPPED:

Course Coordinator Signature

Date

COURSE 'LETTER GRADE' AT SIGNATURE DATE (ONLY IF AFTER 8th WEEK)

COURSE TO BE ADDED:

Course Coordinator Signature

Date

Advisor's Approval (Signature)

Date

Registrar's Approval (Signature)

Date