

**Gordon-Conwell Theological Seminary – Boston**  
**Center for Urban Ministerial Education**  
**(Centro Para La Educación Ministerial Urbana)**

90 Warren Street  
Roxbury, MA 02119  
Voice 617-427-7293 - Fax 617-541-3432

**Form for Adding and Dropping Courses**

Procedure:

1. Fill out one form for each course change.
2. Leave the complete form with a member of the CUME staff or drop off at the CUME office.

Deadlines for Adding and Dropping Courses:

**Dropping a Course:** Courses may be dropped with refund according to the schedule of diminishing return stated in the yearly calendar. Generally: 100% Refund through the third hour of class (typically one class period); 50% through the ninth hour (third class period). Weekend and Seven-Week Intensives may be dropped with full refund at any time before or through the first class period.

**Adding a Course:** A course may be added up through the second class session or equivalent, in the case of intensive courses. (Please refer to catalog for specific dates).

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ID# \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Course **DROPPED:** \_\_\_\_\_  **Drop to Audit**

Course **ADDED:** \_\_\_\_\_ *If this addition is your 3<sup>rd</sup> course for the Fall or Spring Semesters, you must provide an insurance waiver or you will be charged for insurance according to Massachusetts State Law.*

Check one session:     Fall             Winter             Spring             Summer    Year \_\_\_\_\_

Comments/Explanation of Drop (to help us serve you better): \_\_\_\_\_

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Student Signature: \_\_\_\_\_

**FOR OFFICE USE ONLY: DO NOT WRITE IN THIS AREA**

Professor Notified: \_\_\_\_\_

Billing Adjustments Made: \_\_\_\_\_ Date \_\_\_\_\_ Full Refund \_\_\_\_\_ 50% \_\_\_\_\_ No Refund \_\_\_\_\_