

## Adding, Dropping, & Withdrawing from Courses

**Procedure:**

- ◆ Submit completed form to the Registration Office.
- ◆ Confirmation of your add/drop/withdrawal will be sent to you within one week. If you do not receive your copy, please notify the Registration Office immediately. There is \$25 fee for courses that are added or dropped after the add/drop deadline.

**Deadline for ADDING/DROPPING courses:**

- ◆ Fall/Spring Sessions: through first week of the session
- ◆ Summer Sessions: through the third day of the session
- ◆ January Session: through the second day of the session
- ◆ Non-Standard courses (Half-Semester and Weekend courses) within the first week of the session.

**Deadline for WITHDRAWING from courses:**

- ◆ Students may withdraw from a course through the last day of classes for the session. However, the amount of tuition refunded (if any) will depend on the date this form is submitted to the Registration Office. Please check the catalog for details.
- ◆ When a course is withdrawn from after the add/drop period (see deadlines above), a 'W' (withdrawn) will appear on the transcript.

**Refunds:**

- ◆ When you are WITHDRAWING from a course and requesting a tuition refund that differs in amount from that allowed under current policy (check catalog for refund policy), please complete the reverse side of this petition, the Tuition Refund Form.
- ◆ Use the reverse side of this form to request a waiver for the ADD/DROP fee.

**General Refund Schedule:**

Refund on all courses shall follow this general refund schedule:

First week of class: 100% refund; Second week of class: 80% refund; Fourth week of class: 30% refund; End of Session: No refund. Half semester and weekend courses follow a 100%, 50%, and a 30% by the third week of class. Reading week courses follow a 100%, 80% and 30% refund schedule by the fourth day of class.

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

ID# \_\_\_\_\_ PH# \_\_\_\_\_ BOX# \_\_\_\_\_

Course(s) **ADDED\*** \_\_\_\_\_ Course(s) **DROPPED/WITHDRAWN\*** \_\_\_\_\_

Degree \_\_\_\_\_ Semester/Year (in which this course is registered) \_\_\_\_\_

\*Th.M. Director approval required for Th.M. students adding/dropping a courses: \_\_\_\_\_  
(Th.M Director Signature)

**Student Signature** \_\_\_\_\_

**International Student Advisor Signature (DSO):** \_\_\_\_\_

**(For Office Use)**

The following action was taken on your request:

Course(s) **ADDED** \_\_\_\_\_ **Date** \_\_\_\_\_

Course(s) **DROPPED/  
WITHDRAWN** \_\_\_\_\_ **Initials** \_\_\_\_\_