## Adding/Dropping/Withdrawing from Courses Petition

Please read the information provided with this petition carefully and fill out this form in its entirety.

### Name  |  GCTS ID #  |  Date
---|---|---

### Degree(s)  |  Telephone  |  GCTS Email Address
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<thead>
<tr>
<th>Course Added</th>
<th>Term</th>
<th>Course Dropped/Withdrawn</th>
<th>Term</th>
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<td>(Course Numbers and Sections REQUIRED)</td>
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### International Student Coordinator Signature (Required for F-1 Visa Students Only)


### Student Signature (REQUIRED)


## Adding/Dropping/Withdrawing from Courses Policies

### Procedure:
- Your add/drop/withdrawal petition should be processed within two business days. Please log into your Student Portal (via my.gordonconwell.edu) to ensure that all changes have been made correctly. If you notice any problems, please notify the Hispanic Ministries Office immediately (hispanicministries@gcts.edu).

**Deadline for ADDING/DROPPING courses:**
- All add/drop forms should be handed in BEFORE the course begins its sessions.

**Deadline for WITHDRAWING from courses:**
- Students may withdraw from a course the first day of classes for the session. However, the amount of tuition refunded will be 50% of tuition. If the withdrawing form is completed after the first day, there will not be a tuition refund.
- When a course is withdrawn from after the add/drop period (see deadlines above), a ‘W’ (withdrawn) will appear on the transcript.

**Fees for ADDING and DROPPING courses:**
- There is no fee for adding BTI or Semlink courses, but they cannot be added using this form; they must be added on special forms available in the Registration and Semlink Offices respectively.

**Refunds:**
- When you are WITHDRAWING from a course and requesting a tuition refund that differs in amount from that allowed under current policy (check the Academic Calendar and Student Handbook for refund policy), please complete the reverse side of this petition, the Tuition Refund Form.

**To be filled out by overseer or professor ONLY:**
- I hereby declare that the above student handed in this form:
  - Before the course began
  - At the end of the first day of class
  - After the first day of class

**Authorized Official Signature:** ___________________________  **Date:** ___________________________
Gordon-Conwell Theological Seminary
Hispanic Ministries Program

Tuition Refund and Fee Waiver Request

Please complete this form in its entirety.
Notice will not be sent if a request to waive an add/drop fee is approved.
Notice of all other decisions will be sent to you via your GCTS e-mail account.

Name ___________________________ GCTS ID # ___________________________ Date ________

Degree(s) ___________________________ Telephone ___________________________ GCTS Email Address ___________________________
(All educational information can only be sent to GCTS email addresses)

Course Number ___________________________ Section ___________________________ Course Title ___________________________ Term course is registered ___________________________
(i.e., HA, HB, BA, HS1, HIR, etc.) (i.e., Fall 2014, Spring 2015 etc.)

I am requesting a refund for an Add/Drop fee because:

D Registration Office changed a course’s schedule
D I was admitted to a waitlisted course
D Other (explain below)

D I could not add/drop/withdraw online because the web would not allow it
D I could not add/drop/withdraw online because I am an F-1 Visa student
D I could not add/drop/withdraw online because:

I am requesting a refund for:

D 100% tuition
D 80% tuition
D 50% tuition

D Late/Improper Registration Fee
D Other (explain below)

State clearly and specifically your request and whatever reasons might justify its being granted.
(Note: Exceptions to the tuition refund policy are granted only in cases of serious illness or where there are extenuating circumstances. Non-attendance in the class is not considered a justifiable reason for special exception.)

Student Signature (Required)

Notice will not be sent if a request to waive an add/drop fee is approved.
Notice of all other decisions will be sent to you via your GCTS e-mail account.