



### 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

Please see information on back

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

Program: \_\_\_\_\_ Plan: \_\_\_\_\_ Today's Date: \_\_\_\_\_

				Instructor or Unit
<input type="checkbox"/> Course Add (A) Drop (D) Withdrawal (W) – circle correct code(s) below				Administrator Signature
				<i>(as required by Dean/Director)</i>
A D W	Class Number: _____	Credits: _____	Effective Date: _____	_____
	Course (ex. ENG 101): _____	Course Section: _____		
A D W	Class Number: _____	Credits: _____	Effective Date: _____	_____
	Course (ex. ENG 101): _____	Course Section: _____		
A D W	Class Number: _____	Credits: _____	Effective Date: _____	_____
	Course (ex. ENG 101): _____	Course Section: _____		
A D W	Class Number: _____	Credits: _____	Effective Date: _____	_____
	Course (ex. ENG 101): _____	Course Section: _____		
<input type="checkbox"/> Course Section Change				
	Course (ex. ENG 101): _____			
	Change from Section: _____	to Section: _____		_____
<input type="checkbox"/> Course Swap				
	Drop Class Number: _____	Course (ex. ENG 101): _____	Course Section: _____	
	Add Class Number: _____	Course (ex. ENG 101): _____	Course Section: _____	_____
<input type="checkbox"/> Credit or Grade Option Change				
	Class Number: _____	Course (ex. ENG 101): _____	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 1<sup>st</sup> Third of the semester, course will not appear on the student's transcript  
During 2<sup>nd</sup> Third of the semester, course will receive a grade of "W"  
During 3<sup>rd</sup> Third of the semester, course will receive a grade of "F"

### **Procedure Notes:**

#### 1<sup>st</sup> & 2<sup>nd</sup> 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 1<sup>st</sup> third will need justification*

#### During the 3<sup>rd</sup> third

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