

Add/Drop/Withdrawal Course Change Form

Student Information (Please print)

First Name _____ Last Name _____ ID #0000 _____

Undergraduate Program _____ Graduate Program _____ Major 1 _____ Major 2 _____

Courses to be: <input type="checkbox"/> Dropped <input type="checkbox"/> Withdrawn						Last date of attendance required	
Course ID	Section	Title of Course	Year (SP/SU/FA)	Term	Session A (first 7) Full (15) B (last 7)	Term (SP/SU/FA)	Last Date Student Attended
Courses to be: <input type="checkbox"/> Added						<ul style="list-style-type: none"> • DROPPING CREDITS CAN AFFECT YOUR FINANCIAL AID • Full-time course load: Graduate= 9 credits Undergraduate= 12 credits • Last Date of Attendance required for ALL Drops & Withdrawals. If no date is provided, the date that the form is processed will determine refund. • Consult Academic Catalog for all course change deadlines and refund 	
Course ID	Section	Title of Course	Year	Term	Session		
Override Permission Required for undergraduate students taking 7-week courses Open to seniors only/ Required for waiver of prerequisite of a course							
Reason:							

Total Credits Before _____ Total Credits After _____

Billing Policy

By registering for classes or authorizing charges to be added to your account, you represent to us that you have the intention and ability to pay and you promise to pay for all charges placed on your account as well as any service fees or other fees that may be due. Should your account become delinquent at any time, the University may refer your account to a collection agency and/or litigate to collect the balance of the indebtedness. You agree to be responsible to pay all collection agency fees to the University, which may be based on a percentage at a maximum of 50% of the debt, plus all costs and expenses, including reasonable attorneys' fees, that the University incurs for efforts to collect any amount not paid when due.

Approvals (ALL signatures MUST be obtained before form will be processed by Registrar's Office)

Advisor #1 Signature/Date _____

Program Chair or Director Signature/ Date (Only for Overrides) _____

Dean Signature/Date (Only for Overrides) _____

Student Signature/Date _____

Director of Financial Aid Signature/Date _____

Registrar's Office _____ Date _____

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