



CLASS ADD/DROP FORM

A student may add or drop a course before the end of the first week of instruction by first notifying the instructor and/or department, then filing this form with the Registrar. A student who wishes to drop all courses will be required to file a Request for Withdrawal form with the Registrar's Office. Specifically:

- 1. A course must be added by the end of the first week of instruction.
2. A course must be dropped by the end of the first week of instruction and this course will not appear on the student's transcript.
3. A course dropped after the end of the first week of instruction and before the end of the seventh week of instruction, will appear on the student's transcript as a withdrawn class (W) by the Registrar.
4. A course dropped after the end of the seventh week of instruction will appear on the student's transcript with a final grade as assigned by the Instructor.

STUDENT INFORMATION (all fields required, list emphasis only if applicable)

Name: Last First Student ID: _____

Degree: Major Emphasis Quarter: _____ Year: _____

Level: [] Freshman [] Sophomore [] Junior [] Senior [] Certificate [] Graduate

ADD/DROP/WITHDRAW CLASSES (You can write over the example on the first line)

GRADE OPTION: Enter "Letter" for a letter grade. Enter "Audit" for no grade/no credit.

Note: If no grading option is selected, a letter grade is automatically entered.

SIGNATURES: All signatures are required.

Note: Form will not be accepted until all signatures and supporting documents are submitted.

Table with 6 columns: ADD/DROP/WITHDRAW, GRADE OPTION, CLASS ID, CLASS, INSTRUCTOR, INSTRUCTOR SIGNATURE. Row 1: Add, Letter, COMM 100, Communications, Smith, J. Smith

INITIAL ONLY THAT APPLY (MA Students do not need to initial below)

(Student's Initials) I acknowledge that dropping a course that is required for graduation will need to be added in a future quarter, possibly as a 6th class. I acknowledge that adding a 6th class to my schedule will increase my tuition for that term.

(Student's Initials) The Provost may grant special permission for substituting an equivalent course for the dropped course. A Request for Course Substitution Form is included with this Add/Drop form. If the substitution is denied, I acknowledge that I will need to add the dropped course the next time it is offered - adding a 6th class and increasing my tuition for that term.

(Student's Initials) I understand that a signed and approved Independent Study Proposal or Internship Packet must be submitted with this Add/Drop form in order to officially register for an Independent Study class or Internship.

SIGNATURES (Required)

Student's Signature: _____ Date: _____

Provost's Signature: _____ Date: _____

Registrar's Signature: _____ Date: _____