

# Graduate & Adult Professional Program DROP/ADD FORM

<b>Student Name:</b>				<b>Date of Drop/Add:</b>	
<b>ID#</b>		<b>Class:</b>		<b>Program (MA, ACE, STEP, GNED, etc):</b>	
<b>Override Pre-Req:</b>		<b>Override Full Class:</b>		<b>Include instructor permission by signature or email</b>	

Refund of tuition and fees will be prorated on a per diem basis, beginning with the first day of classes and continuing for a maximum of 60% of the course. No refunds shall be made after 60% of any course has been completed. The official date of withdrawal is determined by the Registrar. CR = number of credits; NA = Never Attended the class (full refund); W = Withdrawal from the class (attended at least one class session). **Note: If you are dropping all classes in a semester, you need to fill out the "Request for Withdrawal" form. If you have financial aid, please contact the Financial Aid Office to determine if your aid will be affected.**

DROP FALL SEMESTER					
Course#	Sec	Course Title	CR	NA	W

ADD FALL SEMESTER			
Course#	Sec	Course Title	CR

Total credits remaining for Fall Semester:

DROP SPRING SEMESTER					
Course#	Sec	Course Title	CR	NA	W

ADD SPRING SEMESTER			
Course#	Sec	Course Title	CR

Total credits remaining for Spring Semester:

DROP SUMMER SEMESTER					
Course#	Sec	Course Title	CR	NA	W

ADD SUMMER SEMESTER			
Course#	Sec	Course Title	CR

Total credits remaining for Summer Semester:

SIGNATURE: (Student) \_\_\_\_\_ Date \_\_\_\_\_

SIGNATURE: (Advisor) \_\_\_\_\_ Date \_\_\_\_\_