



This form is available to any student who needs to add or drop classes, and is unable to do so using student Self Service. This form is available electronically through myCU, which is the preferred method of submission. Hard-copy forms should be brought to SAS in person, and cannot be submitted by email or fax.

- ☐ Fall 20\_\_  
☐ Winter 20\_\_  
☐ Spring 20\_\_  
☐ Summer 20\_\_

- ☐ Attending at the Potsdam Campus  
☐ Attending at the Capital Region Campus

Are you also a Union College undergraduate? ☐ Yes ☐ No

Name \_\_\_\_\_  
Major \_\_\_\_\_

Student ID # \_\_\_\_\_  
Phone \_\_\_\_\_

*Please see reverse regarding important notes on full-time status, academic standing, insurance & financial aid.*

**DROP**

Class #	Subject & Number	Section Number	Credit Hours	Instructor Signature*	Date
9999	CH 000	00	3	Professor XYZ	03/15/17

**NOTES**

*example*

**ADD**

*Adding courses for which there is a time conflict requires instructor approval. Indicate "time conflict" in the notes field.*

Class #	Subject & Number	Section Number	Credit Hours	Instructor Signature* or Permission Number	Date
9999	CH 000	00	3	Professor XYZ	01/15/17

**NOTES**

*example*

*\*See reverse for instructions on completing signature panels*

**FORMS SUBMITTED BY FAX, MAIL OR EMAIL WILL NOT BE ACCEPTED. STUDENT MUST TAKE FORM TO SAS IN PERSON.**

Student: \_\_\_\_\_ Date \_\_\_\_\_

Advisor (or Department Chair): \_\_\_\_\_ Date \_\_\_\_\_

*Late Adds require the following approvals (see page 2 for definition of late add)*

Department Chair of Academic Major: \_\_\_\_\_ Date \_\_\_\_\_

Dean of Academic Major: \_\_\_\_\_ Date \_\_\_\_\_

**IMPORTANT NOTICE REGARDING DROPPING COURSES:**

**Undergraduate Students** whose academic program falls below 14 credits during the semester are ineligible for academic honors such as Dean's List; students whose academic program falls below 12 credits will not be considered full-time which may impact eligibility for health insurance (contact your insurance carrier) and/or financial aid (contact Student Administrative Services, 315-268-6541).

**Graduate students** who withdraw from classes may incur financial liability depending on the timing of the withdrawal. Please visit <https://www.clarkson.edu/student-administrative-services-sas/refund-policy> and/or contact your SAS Rep for guidance prior to withdrawing from classes to learn of your possible financial liability.

**Semester-based courses:**

- Adding and dropping classes is permitted online through Self Service in myCU through the first 10 days of the term.
- Dropped classes will not appear on the transcript if dropped within the first 20 days of the term
- Students may drop or withdraw from a course through the last class day of the term. An add/drop form is required after the 10<sup>th</sup> day of the term.
  - A "W" will appear on the transcript for all drops which occur between the 5<sup>th</sup> and 10<sup>th</sup> weeks of the semester.
  - An "LW" will appear on the transcript for all drops which occur after the 10<sup>th</sup> week of the semester.

**Required Approvals**

- |                           |  |   |
|---------------------------|--|---|
| • <b>Adding Classes</b>   | Through the first 10 days                  | Advisor   |
|                           | After the 10 <sup>th</sup> day (late add): | Advisor, instructor, department chair, dean   |
| • <b>Dropping Classes</b> | Through the first 10 days:                 | Advisor   |
|                           | After the 10 <sup>th</sup> day:            | Advisor, instructor*  |
|                           |  | <i>*The instructor's signature is required for verification, and does not denote approval</i> |

**Quarter-based courses:**

- Adding or dropping classes is permitted online through Self Service in myCU through the first 5 days of the term.
- Dropped classes will not appear on the transcript if dropped within the first 10 days of the term.
- Students may drop or withdraw from a course through the last class day of the term. An add/drop form is required after the 5th day of the term.
  - A "W" will appear on the transcript for all drops which occur between the 3rd and 9th weeks of the quarter.
  - An "LW" will appear on the transcript for all drops which occur after the 9th week of the quarter.

**Required Approvals**

- |                           |   |   |
|---------------------------|---|---|
| • <b>Adding Classes</b>   | Through the first 5 days:                 | Advisor   |
|                           | After the 5 <sup>th</sup> day (late add): | Advisor, instructor, department chair, dean   |
| • <b>Dropping Classes</b> | Through the first 5 days:                 | Advisor   |
|                           | After the 5 <sup>th</sup> day:            | Advisor, instructor*  |
|                           |   | <i>*The instructor's signature is required for verification, and does not denote approval</i> |

Notwithstanding your academic Advisor's or department chair's signature, please note Clarkson Regulations III-U GRADUATION states, in part, "...each student is responsible for ascertaining and meeting the requirements for graduation."