



Please see information on back

Course Add/Drop 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

To Be Completed by Student:

Student Name: _____ Student ID#: _____ Term: _____
Last Name First Name Student's Date of Birth

Program: _____ Plan: _____

Student's Signature: _____ Today's Date: _____

FOR OFFICE USE ONLY: Please note that the effective date is for academic reasons only and does not impact student billing.

☐ Course Add (A) Drop (D) Withdrawal (W) – circle correct code(s) below

			Instructor or Unit Administrator Signature <small>(as required by Dean/Director)</small>
A D W	Class Number: _____	Credits: _____	_____
	Course (ex. ENG 101): _____	Course Section: _____ Effective Date: _____	
A D W	Class Number: _____	Credits: _____	
	Course (ex. ENG 101): _____	Course Section: _____ Effective Date: _____	
A D W	Class Number: _____	Credits: _____	_____
	Course (ex. ENG 101): _____	Course Section: _____ Effective Date: _____	
A D W	Class Number: _____	Credits: _____	_____
	Course (ex. ENG 101): _____	Course Section: _____ Effective Date: _____	

☐ Course Section Change

Course (ex. ENG 101): _____
Change from Section: _____ to Section: _____

☐ Credit or Grade Option Change

Class Number: _____ Course (ex. ENG 101): _____ Course Section: _____
Change Credits from _____ to _____ Grading Option from _____ to _____

Advisor Signature

Date

Dean's Office Signature

Date

☐ 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: Refer to the Academic Year Calendar for how course drops and withdrawals are noted on a student's transcript. This information is also available in MaineStreet.

Procedure Notes:

1st & 2nd 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 1st third will need justification

During the 3rd third

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