



Request to Add/Drop/Withdraw from Coursework after the University Deadline

The University has established deadlines in order to conform to statewide enrollment reporting requirements. Deadlines have also been established to ensure that students are making timely and effective decisions regarding their coursework, progress toward degree completion, and to protect their financial aid eligibility status. A request for a Drop/Add/Withdrawal after the official university deadline can only be honored in **extreme circumstances**, and such requests must be accompanied by **appropriate documentation and approval signatures**.

1. Request due to extenuating medical reasons. Please attach a physician’s note on letterhead indicating that the condition is severe enough to completely prevent the student from fulfilling the course requirements.

2. Request due to major personal hardship. Please indicate the nature of the hardship and provide supporting documentation.

3. Request due to other reason. Please indicate the nature and provide supporting documentation.

I acknowledge the effect that adding, dropping, or withdrawing from this course may have on my academic standing and my ability to successfully fulfill all the course requirements. By signing this form I also acknowledge **that this may affect my completion rate in regard to financial aid responsibility**. I understand that my late add does not entitle me to special assistance or consideration in grading on the part of the faculty member teaching the course.

Student name (Printed) _____ ID#: _____

Student’s signature: _____ Date: _____

Course Information: You may list a single course and accompanying lab on one form. All other classes need to be put on **separate** forms.

Add

CRN Code	Course Abbreviation	Course Number	Section Number	Credit Hours	Days	Time	Date	Instructor's Approval

Course instructor must complete the following for course additions (initial each statement):

_____ This will not cause a disturbance for other students in this class because of the late addition of this student.

_____ This student must fulfill all course requirements missed to date: _____

Requirements and assignments that must be made up: _____

_____ Deadline date for completion of make-up work: _____

Drop

*Dropped courses are not listed on student's transcript and will not count against completion rate, therefore approval for a course drop are only allowed due to **University errors or extreme extenuating circumstances.***

CRN Code	Course Abbreviation	Course Number	Section Number	Credit Hours	Days	Time	Date	Instructor's Approval

Withdrawal

*Withdrawals will show as a W on student's transcript and **will** count against completion rate.*

CRN Code	Course Abbreviation	Course Number	Section Number	Credit Hours	Days	Time	Date	Instructor's Approval*

**Instructors approval verifies that the student was not failing the course at the time of late withdrawal.*

Additional Required Signatures:

Academic advisor's signature**

Date

***Academic advisor's signature verifies that the effect of withdrawing from this course on the timely completion of the student's degree plan has been discussed.*

Dean's signature

Date

Signature of Vice President of Academic Affairs

Date

(VPAA signature required if more than two weeks past the deadline.)