



# Student-Initiated Course Action

## Add / Drop / Withdraw

1. Student: Complete this form and bring it to our advisor and the Instructor(s).
2. Advisor: Approve course changes with signature.
3. Instructor(s) of each course: Sign form with last date of attendance.
4. Student: Sign form and return it to the Office of Registration Services.

**Only Week 1** ..... **ADD** course(s) Write the course information on "ADD" line  
(Ends the 5<sup>th</sup> day of semester) *This includes switching from one section to another section of the same course.*

**Weeks 1-3** ..... **DROP (D)** course(s) Write the course information on "D or W" line  
(Ends the 15<sup>th</sup> day of semester) *Course is deleted and does not appear on transcript*

**Weeks 4-10** ..... **WITHDRAW (W)** from course(s) Write the course information on "D or W" line  
(Ends the 50<sup>th</sup> day of semester) *Course remains and appears on transcript. Starting week 11 only the course instructor may withdraw a student with a grade of "W" or "F". Instructors must use "Instructor-Initiated Withdrawal of Student(s) from Course"*

Print  
 Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
 Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Year: \_\_\_\_\_ Term: \_\_\_\_\_ Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer

	<u>Complete Course Number</u> Example: ENG-1000-1	Course Title	Instructor Signature	<u>Last date of attendance</u>
D OR W				
D OR W				
D OR W				
D OR W				
D OR W				
ADD				
ADD				
ADD				
ADD				
ADD				

Student's release: I understand that if I drop or add a class, it may have an adverse effect on my ability to graduate on time, as well as have an impact on any future financial aid I may receive, both this semester and in future semesters.  
**Any schedule change that I make is my responsibility.**

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_