



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

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

Program (College): _____ Plan (Major): _____

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

Please note that the effective date is for academic reasons only and does not impact student billing.

<input type="checkbox"/> Course Add (A) or Drop (D) – circle correct code(s) below				Instructor or Unit Administrator Signature <i>(as required)</i>
A	D			
A	D	Class Number: _____ Credits: _____	Effective Date: _____	
		Course (ex. ENG 101): _____ Course Section: _____	_____	
A	D	Class Number: _____ Credits: _____	Effective Date: _____	
		Course (ex. ENG 101): _____ Course Section: _____	_____	
A	D	Class Number: _____ Credits: _____	Effective Date: _____	
		Course (ex. ENG 101): _____ Course Section: _____	_____	
A	D	Class Number: _____ Credits: _____	Effective Date: _____	
		Course (ex. ENG 101): _____ Course Section: _____	_____	
<input type="checkbox"/> Course Section Change Course (ex. ENG 101): _____ Change from Section: _____ to Section: _____				_____
<input type="checkbox"/> Credit or Grade Option Change Class Number: _____ Course (ex. ENG 101): _____ Course Section: _____ Change Credits from _____ to _____ Grading Option from _____ to _____				_____

Advisor Signature Date

Division Chair Signature Date

A Financial Adjustment is Being Requested

10/24/14 - OSR

FOR ADMINISTRATIVE OFFICE USE ONLY

Course Drops may jeopardize financial aid, veteran's benefits or athletic eligibility status; please consult with these offices.

Please note that if no effective drop or add date is indicated, we will use the date the Division Chair signed this form.

Backdating will not give any financial adjustments – the appropriate forms must be completed for any financial adjustment.

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 term 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/ Term Withdrawal where a financial adjustment or student refund appeal forms are being submitted
- Any Course Drop/Term 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.