

Course Changes and Withdrawal Form

Name _____ Date ____/____/____
(Please Print)

Student ID # _____ Semester/Term _____ Year _____

Are you a resident student? YES _____ NO _____ Are you a student athlete? YES _____ NO _____

Faculty Athletics Representative (FAR) Signature _____

Are you dropping or withdrawing from all courses? YES _____ NO _____ If YES provide the last date you attended any course or submitted course work for the above semester: ____/____/____.
(Skip Course Changes Section Below)

IMPORTANT:

If you are withdrawing after the last date to withdraw as published in the Schedule of Classes each semester this is a **Late Withdrawal**. Only the VP for Academic Affairs can approve a late withdrawal. This form must be submitted to the VP for Academic Affairs office, MU 322.

PLEASE NOTE: If you are withdrawing for medical reasons, documentation must be submitted to the Disabilities Specialist office, MU 316. For all other reasons, documentation is submitted to the VP for Academic Affairs.

Course Changes - Please list below all courses you wish to add, drop or withdraw from.

ADD				DROP			
<i>Adding a course during the first week of the term</i>				<i>Dropping a course during the first week of the term</i>			
Dept. Code	Course #	Section #	Credit Hours	Dept. Code	Course #	Section #	Credit Hours

Withdrawing				
<i>Complete <u>only</u> if Withdrawing after the first week of the term</i>				
Dept. Code	Course #	Section #	Credit Hours	Date you last attended class or submitted coursework <i>(last date of academic related activity)</i>

Reason for Add/Drop or Withdrawal: _____

 Student Signature _____ Date _____ Advisor Signature _____ Date _____
This form is submitted to the Student Service Center, MU 203, to be processed.

Processed by Student Service Center ____/____/____ by _____ Copy to Financial Aid on ____/____/____
Initials of Representative