



Year: _____
Semester:
Spring
Fall
Summer

Check any that apply:
Tuition Credit
100%
75%
Withdrawal

DROP/ADD/WITHDRAWAL NOTICE

(You may ADD **only** during Schedule Adjustment Period)

Students Name:				Today's Date:		College ID #			
Last		First		MI					
	Course Prefix	Course Number	Course Section	Credit Hours	Course Title				
ADD									
						Last Date Attended	Instructor's Signature	Date Overcut	Grade
DROP									
Student Signature:						Date Processed & By:			
Credit Hours Before Change				Credit Hours After Change		Reason For Dropping:			

Student may be eligible for tuition credit per the tuition credit policy

Please see reverse for Procedures and Policies

Director of Student Services Signature

Date

Business Office Use Only

Term: _____

State/Account Code: _____

CCC/Account Code: _____

CCC/Account Code: _____

CCC/Account Code: _____

Amount: _____

Amount: _____

Amount: _____

Amount: _____

Approved For Payment

Drop/Add/Withdrawal Policy

Policy: Courses officially dropped by the student before the 10 percent date of the semester will not appear on the student's transcript and no grade will be assigned.

Student initiated course or program withdrawals after the 10 percent date of the semester, but prior to the 61 percent point of the semester will be issued a course grade of "WD" (Official Withdrawal). The "WD" grade is non-punitive and does not affect the student's grade point average.

Instructor initiated course or program withdrawals after the 10 percent date of the semester due to a violation of the attendance policy will earn a course grade of "UW," (Unofficial Withdrawal). The "UW" grade is punitive and is factored into the grade point average as a grade of "F."

A student officially withdrawing from a course or program after the Last Day to Withdraw Without Academic Penalty will be issued the course grade earned reduced by the work missed in the remainder of the class, which in most cases will be an "F."

***Procedures:* Official drop/add/withdrawal procedures are as follows:**

1. Secure a Drop/Add/Withdrawal Form. Forms are available from advisors, the Student Services Office, or online under the forms section of the "Office of the Registrar" or "Admissions" websites.
2. Complete the form including personal information and identifying course information.
3. For seated courses, have the instructor provide the last date of attendance AND signature.
4. Return the form to Student Services for processing.
5. The Registrar will notify students and individual instructors of course withdrawal.