# DROP/ ADD FORM

*For courses added during the add period and for*
*Courses dropped prior to the census date (10%)*

**TERM 20____ ☐FALL ☐SPRING ☐SUMMER**

**Name** _____ **ID Number** _____
**Last First MI**

## DROP
*Student Completes These Blocks*

| Course Dept. & Number | Section | Title | Credit Hours | Instructor |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**Reason for Drop:**_____

## ADD
*Student Completes These Blocks*

| Course Dept. & Number | Section | Title | Credit Hours | Instructor |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**REFUND POLICY:**
Courses dropped before 1st day of classes: 100%
Courses dropped on or after the 1st day of classes, but before 10% date: 75%.

_____
**Student Signature Date**

_____ _____
**Student Records Signature Date** **Advisor / Dean Signature Date**

*Revised 1/2012*