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

Please see information on back

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student ID#:</th>
<th>Term:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>□ Course Add (A) or Drop (D) — circle correct code(s) below</th>
</tr>
</thead>
<tbody>
<tr>
<td>A  D  Class Number: ____________  Credits: ____________</td>
</tr>
<tr>
<td>Course (ex. ENG 101): ____________  Course Section: ____________  Effective Date: ____________</td>
</tr>
<tr>
<td>A  D  Class Number: ____________  Credits: ____________</td>
</tr>
<tr>
<td>Course (ex. ENG 101): ____________  Course Section: ____________  Effective Date: ____________</td>
</tr>
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</tbody>
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<table>
<thead>
<tr>
<th>□ Course Section Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course (ex. ENG 101): ____________  Change from Section: ____________ to Section: ____________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>□ Credit or Grade Option Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Number: ____________  Course (ex. ENG 101): ____________  Course Section: ____________</td>
</tr>
<tr>
<td>Change Credits from ____________ to ____________  Grading Option from ____________ to ____________</td>
</tr>
</tbody>
</table>

Instructor or Unit Administrator Signature
(as required by Dean/Director)

Advisor Signature  Date  Dean’s Office Signature  Date  □ A Financial Adjustment is Being Requested
FOR ADMINISTRATIVE OFFICE USE ONLY

Course Drops may jeopardize financial aid (1-1324), veteran’s benefits (1-1316) or athletic eligibility status (1-1047); please consult with these offices.

Please note that if no effective drop or add date is indicated, we will use the date the Dean’s Office 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.