



Course Add/Drop Request

Please see information on back

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 by Dean/Director)</i>
A D	Class Number: _____	Credits: _____	
A D	Course (ex. ENG 101): _____	Course Section: _____	Effective Date: _____
A D	Class Number: _____	Credits: _____	
A D	Course (ex. ENG 101): _____	Course Section: _____	Effective Date: _____
A D	Class Number: _____	Credits: _____	
A D	Course (ex. ENG 101): _____	Course Section: _____	Effective Date: _____
A D	Class Number: _____	Credits: _____	
A D	Course (ex. ENG 101): _____	Course Section: _____	Effective Date: _____
<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

Dean's Office Signature Date

A Financial Adjustment is Being Requested

05/13/24 - OSR

FOR ADMINISTRATIVE OFFICE USE ONLY

Course Drops may jeopardize financial aid (1-1324), international student status (1-3437), 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.