

ADDING/DROPPING A COURSE

THE LAST DAY TO ADD or DROP AN UNDERGRADUATE CLASS IS LISTED ON THE ACADEMIC CALENDAR

(Course codes include letters and numbers, which are posted. This form will not be accepted without codes.)

STUDENT NAME: _____ DATE _____ SEMESTER: _____
(Please Print)

COURSE/S ADDED:

COURSE CODE	SECTION	TITLE
_____	_____	_____
_____	_____	_____

COURSE/S DROPPED:

COURSE CODE	SECTION	TITLE
_____	_____	_____
_____	_____	_____

CHANGING SECTIONS OF THE SAME COURSE

SECTION CHANGED FROM:

COURSE CODE	SECTION	TITLE
_____	_____	_____

SECTION CHANGED TO:

COURSE CODE	SECTION	TITLE
_____	_____	_____

Please note: Dropping a course will not affect your GPA, but it will affect the number of credits you attempt for the semester. Students in the BFA program are required to earn a minimum 120 credits (78 studio credits, 42 liberal arts credits) in order to graduate. Students in the diploma program are required to earn a minimum 108 credits (78 studio credits, 12 liberal arts credits, 18 studio/liberal arts credits) in order to graduate. Please be aware that dropping a course may result in falling short of the required number of credits for graduation and may also result in not maintaining satisfactory academic progress. Also be aware that dropping below full-time status, minimum 12 semester credits, can affect any or all of the following that may apply: financial aid benefits including but not limited to, loans, grants, scholarships and awards; health insurance coverage; eligibility to reside in College housing; F-1 status for international students; and eligibility for Veterans' benefits. It is important that students considering dropping a course contact the appropriate department for complete details. It is recommended that full time students remain at 15 credits per semester.

Student's Signature _____ Date _____

Advisor's Signature* _____ Date _____

*Advisor's Signature is not required for students only changing sections of the same course

Instructor's Signature** _____ Date _____

**Instructor's Signature is required only when trying to add into a course that is closed or one in which you do not meet the prerequisites

REGISTRAR _____ DATE RECORDED _____

(This form must be returned to Registrar's Office for processing by the appropriate deadline stated above)