

# Add / Drop / Withdraw Form

Name: \_\_\_\_\_  
Last
First
Middle

**Instructions:**

1. Complete the entire form with correct information, including course prefix, number and section.
2. **Obtain an approval signature from your adviser – this is always required.**
3. Bring the completed form to the Registrar’s Office **prior to the add, drop or withdraw deadline.**  
 Note: **Lab fees are only refundable if you drop the class by the Drop deadline.**
4. Check the Academic Calendar on the Stephens website for add/drop/withdraw and other deadlines.
5. If you are an **athlete**, you will need the **signature of the Athletic Director** below to **drop** courses.

**ADD** the following:

Course Number	Section	Title	Session (SEMRES,BLOCK)	Semester Hours	The instructor’s signature is required after day 2 of class.

**DROP / Withdraw ('W' grades are automatically issued after the drop deadline)** the following:

Course Number	Section	Title	Session	Semester Hours

**Course load after change?** \_\_\_\_\_ Note: If your load for the semester is more than 18 credit hours, you will be charged an overload fee for each credit hour over 18.

I understand that falling below full-time student status in any semester (12 enrolled credit hours) will impact my financial aid. I also understand that this drop/withdraw may impact my satisfactory academic progress (SAP), which may affect my financial aid in the future. *(Contact Financial Aid for additional information)* This serves as my written confirmation that I will attend a module (block) later in this same payment period, which is schedule to begin within 45 days for the end of the module (block) I am withdrawing from.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Adviser’s/Dean’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (required for all athletes to drop)

Date received in the Registrar’s Office: \_\_\_\_\_

Date sent to Financial Aid Director: \_\_\_\_\_