COURSE ADD / DROP FORM
Registrar’s Office, Davidson Hall, Room 116
Phone (860) 832-2236, Fax (860) 832-2250

Name: ________________________  Student ID# ___________________  Alt. PIN ________

Term / Year _______________  □ Full-Time  □ Part-Time  _______ # credits after Add/Drop
(12 cr. undergraduate or 9 cr. graduate = full time)

**ADD**
Full-semester courses may be added without written approval through the end of the add/drop period as defined on the registration calendar. Courses meeting less than a full-semester, Summer Session, or Winter Intersession courses may be added prior to the second class meeting.

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<th>Course</th>
<th>Section/Session</th>
<th>Credits</th>
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**DROP**
Courses may be dropped up to the last day of the third week of classes during a regular semester. Refer to the Registration Calendar for specific 8-Week, Summer and Winter Intersession dates. Courses dropped by the deadline do not appear on the student's transcript.

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**Full-Time Students:**
- **DO NOT USE THIS FORM FOR COMPLETE WITHDRAWAL FROM THE UNIVERSITY**
- Failure to carry a minimum of 12 credits as a full-time student may affect Satisfactory Academic Progress (SAP) and receipt of certain federal, state and other benefits, including but not limited to various financial aid programs, Veterans benefits, University-billed Sickness Insurance, and Social Security benefits. Students dropping below 12 credits are ineligible for participation in intercollegiate athletics.

**Part-Time Students:**
- Dropping below 6 credits for part-time students may affect financial aid awarded.
- Refunds for part-time students, if applicable, are based on the date and time a course is dropped. Consult the Course Registration Bulletin or Bursar’s website for the refund schedule.

Student’s Signature ______________________ Date ______________________

**Reason for Dropping**
Before returning this form, please complete the following confidential information.

Check one:
- □ Too many hours outside employment
- □ Course too difficult
- □ Difficulty with teacher
- □ Too many courses
- □ Advising error
- □ Illness
- □ Paperwork error
- □ Time conflict with job
- □ Other ______________________

**Office Use Only:**
Processed By: _______________  Date / Time: ______/_______  Code:         
Full-time:     Part-time:     D1, D6, D4, D0  %______

Rev. 06/2011