

Student Name _____ Date _____

Print –Last Name, First Name, and Middle Name

DROP or WITHDRAW from these courses

Dept.	No. #	Sect.	Course Title	Hours	Instructor Signature

ADD these courses

Dept.	No. #	Sect.	Course Title	Hours	Instructor Signature

This action might have some impact on the following: financial aid, account charges, athletic eligibility, or graduation status. It is the student’s responsibility for getting all signatures required and for returning this form to the Registrar’s Office for processing. This action is not official unless processed in the computer system by the Registrar’s Office or other designated party. Faculty and staff are not responsible for processing this form for the student.

STUDENT’S SIGNATURE _____ **date** _____

ADVISOR’S SIGNATURE _____ **date** _____

DATE RECEIVED AND PROCESS _____

REGISTRAR’S OFFICE ONLY

Withdrawals

The percentage of refund is determined by dividing the number of remaining full weeks or class periods by the total number of weeks or class periods. The resulting percentage is rounded down to the nearest whole percentage. No refunds will be available after 50% of the enrollment period. For example: A student is enrolled in a class that is 15 weeks in length, withdraws during the second week leaving 13 weeks left in the session. The percentage of refund would be 13 weeks divided by 15 weeks. Since 13/15 is 86.66%, the percentage of refund would be rounded to 80%. The student would then be charged 20% of the tuition for the class.

Refund at End of Week	REFUND PERCENTS						
	Weeks in Term						
	15	10	8	6	5	4	3
1	100%	100%	100%	100%	100%	100%	100%
2	90%	80%	70%	70%	60%	50%	0%
3	80%	70%	60%	50%	0%	0%	0%
4	70%	60%	50%	0%	0%	0%	0%
5	0%	0%	0%	0%	0%	0%	0%
6	0%	0%	0%	0%	0%	0%	0%
7	0%	0%	0%	0%	0%	0%	0%
8	0%	0%	0%	0%	0%	0%	0%

NOTE: Students that do not process a drop/add for all classes from which they intend to withdraw, will receive "E" grades in those classes. No refund will be given for any class not attended. All drops, adds, and withdraws are time sensitive. Petitions from the student are required for any special circumstances or special time allowances. Students will be asked to provide supporting documentation for any petitions. Petitions must be submitted to the Registrar for adjudication by the appropriate Dean, Business Office, Financial Aid Office, and the Registrar.