# Course Add/Drop Form

Deadlines to add or drop courses (with or without permission) are listed on the Academic Calendar, which includes tuition refund deadlines. After the date designated on the Academic Calendar students must withdraw from classes. Withdrawals will be noted as a “W” on your academic transcript and are subject to exclusion points, absent a waiver pursuant to Academic Regulation 3-6(b).

| Name: ________________________________ | G Number: ________________________________ |
| Phone: ________________________________ | Email: ________________________________ |

**Semester:** 20___ FALL / SPRING / SUMMER /  
**Year:** 1D 1E 2D 2E 3D 3E 4E  
**Degree:** JD / LLM / Visitor

<table>
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<tr>
<th>Courses ADDED</th>
<th>Credit Hours</th>
<th>CRN</th>
<th>Course #/Section</th>
<th>Records Office Action</th>
<th>Courses DROPPED</th>
<th>Credit Hours</th>
<th>CRN</th>
<th>Course #/Section</th>
<th>Records Office Action</th>
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**Total Credits Dropped:**  
**Total Credits Added:**  
**Total credit hours for semester after changes:**

I have listed only the courses that I am adding or dropping from my schedule. I have checked for exam conflicts.

**Student Signature:** ____________________________  
**Date:** ____________________________

*Student is responsible for obtaining required approval from instructor to add classes past last date to add classes or override class capacity.**

**Instructor Signature:** ____________________________  
**Date:** ____________________________

**Student is responsible for obtaining required approval to add or drop classes after the deadline to add or drop without academic approval.**

**Director of Academic Affairs:** ____________________________  
**Date:** ____________________________