


# ADD/DROP/WITHDRAW FORM

Revised July 2023

 What Students Need to Know:
1. Check the academic calendar for the add/drop dates and withdraw dates for the semester
2. ADD and DROP are only permitted in the first five business days from the class start date
3. WITHDRAW is only permitted the week after midterms; see the "Adding, Dropping, Withdrawing from Class" policy in the online catalog (if you withdraw from a core program course, you will be withdrawing from the entire program of study)
4. See the "Repeating a Class" policy in the online catalog; you are only allowed three attempts to complete a class
5. Talk with someone in the Academic Advancement office to see how this action will impact your graduation date, your account balance or financial aid eligibility
6. Print this form - collect signatures - and return completed form to the Admissions office before the designated date

5-digit Student ID# (check your NT ID card in your wallet) \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Program of Study: \_\_\_\_\_

Term: Fall ☐ Spring ☐ Summer ☐ Year \_\_\_\_\_

ADD	DROP	WITHDRAW	COURSE #	COURSE TITLE	# CR	TIME	DAYS

Reason for Dropping or Withdrawing? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Coach's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Athletic Director's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Financial Aid Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_

Date: \_\_\_\_\_