

# Drop/Add

Doc Type: <u>DA</u>
Description: _____
For Office Use Only
Exempt Y N

\*STUDENT ID: \_\_\_\_\_ \*NAME (PRINT): \_\_\_\_\_  
(7-digit student ID#) LAST FIRST MI

\*ARE YOU A STUDENT RECEIVING VETERAN BENEFITS? Yes No

\*Semester (Term must be selected): SP SU FA \*YEAR: \_\_\_\_\_ One semester per form. For additional semesters, use additional forms.

If your intent is to be removed from all courses for the term, you must instead initiate a term withdrawal. Withdrawing from a term will remove you from all courses within the selected term. It does not remove you from the university. You may initiate a withdrawal through the Office of Student Life.  
<https://twu.edu/student-life-office/withdrawal-information/>

\*UNDERGRADUATES: Date student began attending a TX public college / university: \_\_\_\_\_/\_\_\_\_\_

INSTRUCTIONS: Review the online Academic Calendar for deadlines to drop and add courses. <https://twu.edu/registrar/academic-calendars/>. The date that this form is delivered to the Registrar's Office determines whether it can be processed and if a refund for dropping is applicable. FINANCIAL AID RECIPIENTS: Check with Financial Aid on what effect dropping a course will have on your eligibility or deferment status. An add/drop fee will be charged for any changes made once late registration begins. \*It is always recommended that you consult with your advisor before making a schedule change.

Course Prefix	COURSE NUMBER	SEC	DESCRIPTION	INSTRUCTOR SIGNATURE <small>Required AFTER census for any term or session.</small>	APPROVED OVERRIDE <small>(co-req, pre-req, etc., dept signature required)</small>	DATE
Ex: MATH	1013	07	Finance & Quant. Literacy		Approver Name Specify override	

**ADD\*\*ALL REGISTRATION TO-DO LIST ITEMS MUST BE COMPLETED PRIOR TO SUBMITTING THIS FORM TO THE REGISTRAR'S OFFICE**

COURSE PREFIX	COURSE NUMBER	SEC	DESCRIPTION	DEPARTMENT SIGNATURE <small>Instructor, chair, or designee</small>	APPROVED OVERRIDE(S) <small>(co-req, conflicting course, cap, etc.)</small>	DATE
Ex: WS	2013	03	Gender & Social Change		Approver Name Specify override	

Undergraduates may drop a course without penalty **before** the census date of each regular semester. However, **after the census date**, anyone enrolling for the first time in fall 2007 or later (at TWU or any Texas public higher education institution), is allowed only 6 unexcused drops during their undergraduate academic careers. Drops after the census day will count toward the 6-drop limit unless they are supported by timely, appropriate documentation and excused by the university review process. **By signing below, I acknowledge that I understand this policy.**

**\*\*UG DROP:** List lab and lecture separately; however, when they are co-requisites, they will count as only one drop. Any "W" for which there is no documented and approved excuse counts toward the limit of 6 drops for designated students that started at any Texas college Fall 2007 or later, and will be reflected on the transcript as "W&".

By my signature below, I accept responsibility for the accuracy of information on this form and additional tuition and fees that may result.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WHEN DIGITALLY SIGNED, THIS FORM MUST BE SUBMITTED FROM YOUR TWU E-MAIL ACCOUNT. IF AN APPROVAL OF ANY KIND IS DIGITALLY SIGNED, THE APPROVER MUST SUBMIT THE FORM FROM THEIR TWU FACULTY OR STAFF E-MAIL ACCOUNT.**

**STUDENT ATHLETES** Dropping a course requires signed approval from Athletics.

Athletics approval: \_\_\_\_\_ Date: \_\_\_\_\_

**F-1 OR J-1 VISA HOLDERS** dropping a course requires signed approval from International Affairs.

International Affairs Approval: \_\_\_\_\_ Date: \_\_\_\_\_