



DROP / ADD AUTHORIZATION FORM

Authorization for dropping or adding a class must come from a student's Academic Advisor if the student is below 60 credits. Finance signature is required if students are dropping more credits than adding, or vice versa. Overloads require approval of the student's Academic Advisor.

Please note that absences are counted beginning the first day of class.

Student ID Number	Academic Term
First Name	Family Name

Drop Class	Add Class
Drop Class	Add Class
Drop Class	Add Class
Drop Class	Add Class
Drop Class	Add Class

*Each semester, students on a **scholarship** need to register for the minimum and maximum number of credits required to maintain their scholarship. Students will be held liable should they fall below the minimum requirement or overload without permission from their sponsor.*

Comments / Explanation	
Student's Signature	Date

Academic Advisor's Approval	Date
Finance Office Approval	Date
Registrar's Signature	Date