Office of the University Registrar

For SRC Use Only

_____ _____
Processed by Date

Student Resource Center
Drexel University
3141 Chestnut Street, Suite 222
Philadelphia, PA 19104
Tel: 215-895-2537
Fax: 215-895-1692

Add/Drop/Withdraw Form

Name _____ _____ _____ _____
Last First Middle Initial E-mail

University ID Number ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Select Term Fall ☐ Winter ☐ Spring ☐ Summer ☐ _____ Select Status ☐ Undergraduate ☐ Graduate
Academic Year (i.e. 2008-2009)

Select Co-op Status ☐ Currently on Co-op *(*If checked, the Checklist for Classes During Co-op Verification form must accompany the Add/Drop/Withdraw request)*

☐ Currently attending classes

Select Your College/School

☐ Arts and Sciences ☐ Biomedical Engineering Science and Health Systems ☐ Education ☐ Engineering ☐ Earle Mack School of Law

☐ Goodwin College of Professional Studies ☐ Information Science and Technology ☐ LeBow College of Business ☐ Nursing and Health Professions ☐ School of Public Health ☐ Westphal College of Media and Design Arts

CRN # (i.e. 20758)	Subj/Course ID (i.e. ACCT 101)	Section	Credits	Instructor Signature	CRN # (i.e. 20758)	Subj/Course ID (i.e. ACCT 101)	Section	Credits	Instructor Signature
			☐ Add Audit					☐ Remove Audit	

Add

Drop/Withdraw

_____
Advisor or Academic Dean Phone Date

_____
Co-op Representative Phone Date
(Required if the student is participating in co-op at the time of request)

Are you withdrawing from all of your classes? ☐ Yes ☐ No
Please review SAP requirements outlined in Rule VI on page 2

By checking the box to the right, I confirm that I have reviewed the SAP requirements and understand that it may impact on my financial aid eligibility ***(required)*** ☐

_____
Student Signature Phone Date

Revised 3/2009

Add/Drop/Withdraw Rule Set

I. Purpose

This form is to be used by students who seek to add or drop a course during the first two (2) weeks of the term and who cannot otherwise add or drop the course(s) online through Banner as well as by students seeking to withdraw from a course. All forms must have the signature of the student's academic advisor in order to be processed.

II. Adds

A student can use this form to add a course while on co-op and to add a course for which there are registration errors. All forms must be returned to their academic advisor with required signatures for processing. This form cannot be used to add a course after the conclusion of the second week of the term.

III. Adding Classes While Students Are "On Co-op"

A student who wishes to add a course while participating in his/her co-op experience can use this form to do so, however, the student is required to meet with and secure the signature of the appropriate SCDC/Co-op representative (i.e. the student's Co-op Coordinator) before meeting with his/her academic advisor. The Co-op Representative will ensure that the requested course does not interfere with the student's co-op assignment and in some cases may outreach to the co-op employer to determine such.

Students can only add classes during the adjustment period (which begins one week prior to the start of classes and ends at the close of the second week).

Processing note: if the signature field for "Co-op Representative" is left blank, a student may be withdrawn from the course for which he/she was seeking to add.

IV. Drops

A student who is on hold can use this form to drop a course. This form cannot be used to drop a course after the conclusion of the second week of the term. Students seeking to drop a course must have their advisor indicate such by writing a 'D' in the column marked 'D/W' next to the corresponding course. All forms must be returned to the academic advisor with required signatures for processing.

V. Withdrawals

Students can use this form from the first day of Week three (3) to the last Friday in Week six (6) to withdraw from a course and earn a 'W' for the course. Students seeking to withdraw from a course must have their advisor indicate such by writing a 'W' in the column marked 'D/W' next to the corresponding course. This form cannot be used to withdraw from a course after the sixth week of the term. Students must obtain the signature of the instructor of the course, as well as their academic advisor, and turn the completed form into the Student Resource Center in order for the form and the withdrawal to be processed.

VI. Special Note Regarding Satisfactory Academic Progress

Students who have received federal financial aid or loans (Work Study, Perkins, PLUS and Stafford Loans) may be impacted by the decision to withdraw from the institution. The federal government requires that students who receive aid or loans make satisfactory academic progress (SAP). Please refer to http://www.drexel.edu/financialaid/academic_progress.asp for more information.

Students are strongly encouraged to confer with their financial aid representatives to determine if SAP is met prior to withdrawal from the University.