To Request a Course Add / Drop / Withdrawal

Please read these instructions carefully. Specific semester deadlines are included in the Academic Calendar. Students considering Dropping or Withdrawing from a course should also see Johnson State College's Tuition Refund Policy. Both the Academic Calendar and Tuition Refund Policy are included in the JSC's Undergraduate and Graduate Catalogues.

Adding or Dropping a Course: All students may ADD or DROP a course until the end of the 2nd week of the semester **by completing sections 1 and 2 of this form** and submitting it to the Registrar's Office. Second half semester courses may be added or dropped until the end of the 2nd week of the second half of the semester. If a course is dropped, it will be removed from the student academic record and may result in an adjustment to a student's bill or financial aid. Students are encouraged to contact the Business and Financial Aid offices before DROPPING a course.

Withdrawing from a Course: After the 2nd week of the semester and until the end of the 9th week of the semester, a student may WITHDRAW from a course **by completing sections 1 and 2 of this form** and submitting it to the Registrar's Office. If a student WITHDRAWS from a course, the course will appear on the transcript with a "W" grade, which will not affect a student's grade point average. In most cases, a WITHDRAWAL from a course does not affect a student's bill or financial aid award. Students WITHDRAWING from all courses will be considered as departing from the college and must complete the Student Exit Notification Form.

Section 1:

Date of Request_____ Student's Name_____Student ID#_____ Birth Mo. and Day _____/_____
First M.I Last

Phone Number where you can be reached:_____Mailing Address: _____Academic Major _____Advisor's Name _____

I am a(n): ____Campus Undergrad. ____EDP Undergrad. ____Graduate Student ____Continuing Ed. Student _____Jump Start Student

During the semester for which you are submitting this request, did you or will you:

- Receive Veteran's Benefits? YES NO
- Receive Financial Aid, including loans? YES NO
- Participate in Varsity NCAA sports? YES NO If Yes, and you are dropping or withdrawing from a course, the Athletic Director or her/his designee must initial _____

Section 2:

Semester Fall 20___ Spring 20___ Summer 20___

Please circle requested action (A = Add Course, D = Drop Course, W= Withdraw from Course). If Adding a course, please circle desired grade option (G = Graded, P-NP = Pass/No Pass, AU= Audited). Students are **strongly** encouraged to speak to, and obtain the signature of, their academic advisor before making any changes to their schedule. **Instructor's signature is required when Adding a course after the start of the semester.**

Action			**Grade Option**		
A / D / W _____	_____	_____	G/P-NP-AU	_____	_____
Course/Section # (Example ENG-1052-J02)	Course Title	# Credits		Instructor's Name	Instructor's Signature
					_____ Advisor's Signature
A / D / W _____	_____	_____	G/P-NP-AU	_____	_____
Course/Section # (Example ENG-1052-J02)	Course Title	# Credits		Instructor's Name	Instructor's Signature
					_____ Advisor's Signature

For Office Use Only # Credits _____ A / D / W _____
A / D / W _____ _____