



Year: \_\_\_\_\_

- Fall       Winter
- Spring    Summer

## Add / Drop Courses Form

Please consult the academic schedule for the last day to drop or add courses.

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

Student ID: \_\_\_\_\_ DOB: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Total credit hours before change: \_\_\_\_\_ Total credit hours after change: \_\_\_\_\_

### Dropped Course(s)

Course: \_\_\_\_\_ (Online Term: \_\_\_\_\_)

Course: \_\_\_\_\_ (Online Term: \_\_\_\_\_)

Course: \_\_\_\_\_ (Online Term: \_\_\_\_\_)

### Added Course(s)

Course: \_\_\_\_\_ (Online Term: \_\_\_\_\_)

Course: \_\_\_\_\_ (Online Term: \_\_\_\_\_)

Course: \_\_\_\_\_ (Online Term: \_\_\_\_\_)

Student's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Business Office Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

1. Return this form to the OFFICE OF ACADEMIC AFFAIRS.
2. This form will not be accepted if ANY signatures and dates are missing.
3. Changes do NOT go into effect until the form is initialed by the Registrar's Office.

OFFICE USE ONLY

Received \_\_\_\_\_ Initials \_\_\_\_\_ SIS Updated \_\_\_\_\_ Refund % \_\_\_\_\_

Copies: Advisor  \_\_\_\_\_ (mm/dd/yyyy)      Instructor  \_\_\_\_\_ (mm/dd/yyyy)      Student  \_\_\_\_\_ (mm/dd/yyyy)

## Adding and Dropping Courses Policy

Students may add or drop courses after registration has been finalized. This must be done by completing and submitting the appropriate form. The date of the drop/withdrawal is the date that the official drop form, complete with required signatures, is returned to the Office of Academic Affairs. Failure to attend class does not exempt the student from tuition charges, and reimbursements will be based on the official withdrawal date on the form according to the schedule found under *Refund Policy* in the *Finances at Davis* section of the Davis College Catalog.

Unofficial withdrawals will result in an “F” on the student’s transcript.

A “VWD” grade will be noted on the student’s transcript for any course dropped during the first three weeks of the semester as published on the academic schedule for the last day to drop a course with a “W.” Grades of “VWP” (Voluntary Withdrawal – Passing) or “VWF” (Voluntary Withdrawal – Failing) will be noted on the student’s transcript for any course dropped from the fourth to tenth week as published on the academic schedule for the last day to drop a course with a “WP” or “WF.” The last day of the tenth week of the semester is the last day that a student may officially withdraw from a course.

Students enrolled in a course through Davis Online Learning (DOL) are expected to follow the Davis Online Learning (DOL) Participation Policy. A “VWD” grade will be noted on the student’s transcript for any course dropped by the tenth day of the DOL course. Grades of “VWP” (Voluntary Withdrawal – Passing) or “VWF” (Voluntary Withdrawal – Failing) will be noted on the student’s transcript for any course dropped by the last day of Week 3 within the course. The last day of Week 3 within the course is the last day that a student may officially withdraw from a course.

Non-participation for 21 consecutive days results in a failing grade for non- participation.

### Additional Information:

If a student drops a course, is dismissed, or completely withdraws from Davis College, he/she may be eligible to receive a tuition refund based on the table below. *An official withdrawal form must be obtained from the Registrar’s Office and properly completed in order for a student to receive a refund.* All miscellaneous fees are non-refundable. Refunds apply to tuition and room and board only. No refunds will be awarded on Davis College scholarships.

Semester Breakdown	Refund Amount
Week 1	100%
Week 2	75%
Week 3	50%
Week 4	25%
Week 5 or later	0%
Online Term	
Before the course begins	Refund Amount
Before the course begins	100%
Week 1	75%
Week 2	40%
Week 3 or later	0%
1 Week Module	
Up to 7 days before the course begins	Refund Amount
Up to 7 days before the course begins	100%
1-6 days before the course begins	75%
Day 1	50%
Day 2 or later	0%