



Add / Drop / Withdrawal Form

- UNDERGRADUATE
- GRADUATE Traditional
- GRADUATE Manipal
- COLLEGE CREDIT PLUS
- LOCI

Registrar's Office
937-772-9335
579 College Way
Urbana OH 43078

Term: _____ Year: _____

Name of Student (Last, First, Middle Initial)	Student I.D. Number

- DROP** **WITHDRAW - Students must withdraw after the drop/add deadline.**

See Academic Calendar for add/drop/withdraw dates.

Course Code/No	Sec. No.	Credit Hours	Class Start Date	Last Date Attended	Instructor's Initials	Date	Advisor's Initials	Date	Reason for Change

- ADD**

Course Code/No	Sec. No.	Credit Hours	Class Start Date	Instructor's Initials	Date	Advisor's Initials	Date	Reason for Change

This form must be returned to the Registrar's Office before course change will be made, grade recorded, withdrawal completed, or tuition refunded, if applicable.

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Student Signature

Date

Authorized Official Signature

Date

**Completing a drop or withdraw may result in billing and/or financial aid changes.
Please contact the appropriate office with any questions you may have regarding charges.**