



UNIVERSITY of WESTERN STATES

Integrating Health and Science

ADD/DROP REQUEST

Office of the Registrar

A student may drop a class without financial penalty by end of the first week of class. A student may withdraw from a class without academic penalty (Grade = "W") by end of the sixth week of class. If you withdraw from class after week 6, a "WF" grade is assigned and does affect GPA and attempted credits. Refunds are based on the date and time a course is dropped. Consult the Financial Services Office for the refund schedule. Please note that if you withdraw from all classes and have 0 credits, you will be withdrawn from the term.

Name: _____ Student ID: _____ Date: _____

Program: _____ Winter Spring Summer Fall 20____

Full-Time Part-Time _____ # of credits **before** Add/Drop

International Veteran _____ # of credits **after** Add/Drop

Did you drop **ALL** classes? Yes No If withdrawing for term only, when do you plan to return? _____

If yes, you will be withdrawn for the term.

ADD	Courses may be added without written approval through the end of the add/drop period as defined in UWS Policy #1215 Drop/Add Period (Term Census)		
	COURSE #	COURSE TITLE	CREDITS

DROP	Courses may be dropped without written approval through the end of the add/drop period as defined in UWS Policy #1215 Drop/Add Period (Term Census). Courses dropped by the deadline do not appear on the student's transcript.			
	COURSE #	COURSE TITLE	CREDITS	LAST DAY ATTENDED

Full-Time Students:

- *Please use the University Withdrawal / Leave of Absence Form if you are dropping from all courses.* Failure to carry a minimum of 12 credits (UG) or 9 credits (GR) as a full-time student may affect Satisfactory Academic Progress (SAP) and receipt of certain federal, state and other benefits, including but not limited to various financial aid programs, and/or Veterans benefits. Students dropping below 12 credits (UG) or 9 credits (GR) will be defaulted to part-time status.

Part-Time Students (at least 6 credits UG; 5 credits GR):

- Dropping below part-time credits may affect financial aid awarded.

Reason for Dropping

Before returning this form, please complete the following confidential information.

Check one:

- | | | |
|--|---|---|
| <input type="checkbox"/> Too many hours outside employment | <input type="checkbox"/> Course too difficult | <input type="checkbox"/> Difficulty with instructor |
| <input type="checkbox"/> Too many courses | <input type="checkbox"/> Illness | <input type="checkbox"/> Other _____ |