DREXEL UNIVERSITY
Drexel Central
Student Financial and Registration Services

# ADD/DROP/WITHDRAWAL FORM

University ID_____

Last Name_____ First Name_____ Middle Initial_____ Email_____

Select Term ☐ Fall ☐ Winter ☐ Spring ☐ Summer Academic Year_____ Select Status ☐ Undergraduate ☐ Graduate

Select Co-op Status ☐ Currently on Co-op *(*If checked, please use the Classes During Co-op form to add a class)* ☐ 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 |
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| | | | ☐ Add Audit | | | | | | ☐ Remove Audit | |

ADD

Drop/ Withdrawal

_____Date_____
Advisor or Academic Dean Phone

Are you withdrawing from all of your classes and/or falling below 12 credits? ☐ Yes ☐ No

***Please review SAP requirements outlined in Rule VI on page 2***

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

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

_____
Student Signature

Phone_____ Date_____

Internal Use Only:

Processed by _____

Date _____

Drexel University 3141 Chestnut Street Philadelphia PA, 19104
Phone: 215-895-1600 Fax: 215-895-2939 Web: http://drexel.edu/drexelcentral Email: https://ask.drexel.edu

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**ADD/WITHDRAWAL FORM**

# 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 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"
Please use the Classes During Co-op form to add a class.

### 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. 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 seven (7) to withdraw from a course and earn a 'W' for the course.

This form cannot be used to withdraw from a course after the seventh 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 Drexel Central 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://drexel.edu/drexcelcentral/finaid/forsm/losing-eligibility/satisfactory-academic-progress/ 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.