



DREXEL UNIVERSITY

Drexel Central

Student Financial and
Registration Services

TELEPHONE: 215.895.1600

FAX: 215.895.2939

EMAIL VIA ASK.DREXEL.EDU

DREXEL.EDU/DREXELCENTRAL

COURSE ADD/DROP/WITHDRAWAL FORM - INSTRUCTIONS

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 via DrexelOne, 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.

Adding Courses

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.

If the student is trying to add a class during a co-op quarter, they should use the "Classes During Co-op Form".

Dropping Courses

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.

Withdrawing Courses

Students can use this form from the first day of Week three (3) to the last Friday of 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.

Satisfactory Academic Progress

Students who have received federal financial aid (grants, loans or work-study) 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://www.drexel.edu/drexelcentral/financialaid/forms/losing-eligibility/satisfactory-academic-progress/> for more information.

Students are strongly encouraged to confer with a Drexel Central representative to determine if SAP is met prior to the withdrawal from the University.



DREXEL UNIVERSITY

Drexel Central

Student Financial and
Registration Services

TELEPHONE: 215.895.1600

FAX: 215.895.2939

EMAIL VIA ASK.DREXEL.EDU

DREXEL.EDU/DREXELCENTRAL

2014-2015 COURSE ADD/DROP/WITHDRAWAL FORM

First Name: _____

Last Name: _____

Drexel ID: _____

Drexel E-mail Address: _____

Select the Term you are requesting for: Fall Winter Spring Summer

Select your Status:

Undergraduate

Graduate

Select your Enrollment:

Attending Courses

Currently on Co-op

Select your College/School:

Arts & Sciences

Engineering

Professional Studies

Biomedical Engineering

Hospitality and Sport Management

Public Health

Business

Kline School of Law

Graduate School of Biomedical
and Professional Studies

Computing and Informatics

Media Arts & Design

School of Education

Nursing and Health Professions

ADDING COURSES

CRN# (i.e. 20758)	Subject/Course ID (i.e. ACCT 101)	Section	Credits	Instructor Signature
				Add Audit

DROPPING/WITHDRAWING COURSES

CRN# (i.e. 20758)	Subject/Course ID (i.e. ACCT 101)	Section	Credits	Instructor Signature
				Remove Audit

Are you changing your enrollment to below full-time (12 credits for undergraduates and 9 credits for graduates)? Yes No

Are you changing your enrollment to below part-time (6 credits for undergraduate and 4.5 credits for graduates)? Yes No

By Checking this box, you are confirming that you have reviewed the SAP requirements and understand that it may impact your financial aid (see SAP information listed on the instructions sheet).

Student Signature: _____

Date: _____

Advisor or Academic Dean: _____

Date: _____