S-DAD Form

1/2023



**Drop/Add Form [S-DAD]**

Classes may be dropped or added during the first week of the semester. Students meet with their academic advisors to drop or add courses. Course changes will not ordinarily be allowed after completion of the first week of the semester. Exceptions are authorized by the Vice President for Academic Affairs.

Student Full Name Date

Credit load before changes:

Credit load after changes:

Signature

|  |  |
| --- | --- |
| **Drop** | **Add** |
|  |  |
| **Course #:** | **Course #:** |
| **Course Title:** | **Course Title:** |
| **Credit Hours:** | **Credit Hours:** |
|  |  |
| **Reason:** | **Reason:** |

|  |  |
| --- | --- |
| Instructor | Academic Advisor |
| Registrar | |
| Approved  Rejected  Reason: | Date Completed 🞎 Copy VPAA |

Finalized copy will be sent to the VPAA