



ALL SECTIONS MUST BE COMPLETED
INCOMPLETE FORMS WILL NOT BE PROCESSED

Education Services Department/ Academic & Registrar's Office
College of the Performing Arts
ADD / DROP FORM: BFA, MA, MFA Programs ONLY

Add/Drop/Withdrawal Policy: Adding/Dropping courses occurs online through the Student Portal. Withdrawing from classes requires submitting this form.

WK1 Add/Drop: Students are able to add and/or drop classes.

WK2-11: Course Withdrawal: a "W" is posted: Students who withdraw from class during this timeframe will have a "W" (Withdrawal) recorded; credits/tuition will remain unchanged.

Wk12-14: Course Withdrawal: a "W/F" is posted: Students who withdraw from class during this timeframe will have a "W/F" (Withdrawal/Fail) recorded & GPA is affected; credits/tuition remain unchanged.

WK 15: Add/Drop: Applies to the upcoming semester. Students are able to add/drop classes related to the upcoming semester.

NOTE: CHARGES/FEES MAY BE INCURRED WHEN ADDING OR DROPPING COURSE(S).

Course Categories: P.I. = Performance Immersion / G.E. = General Education

I understand that I may be charged for adding credits above the "semester's prescribed credit load" as listed on the Course Registration Outline. If I decide to register for more than the prescribed credits, I must meet with the Student Accounts Dept. to inquire regarding the additional tuition charged and discuss how to pay for it. Student's Initials:

Student's Last Name:	Student's First Name:	Important Note: Students, be sure you are reviewing the Policy as listed above which affect transcripts, tuition, and checking the appropriate selections.
Program:	Semester Level:	Term: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year:

Appropriate boxes MUST be checked: <input type="checkbox"/> ADD <input type="checkbox"/> DROP <input type="checkbox"/> Withdraw <input type="checkbox"/> Withdraw/Fail Course Category: <input type="checkbox"/> P.I. <input type="checkbox"/> G.E.					
Course #:	Course Section:	Course Title:	Credits:	Teacher:	Reason:
Appropriate boxes MUST be checked: <input type="checkbox"/> ADD <input type="checkbox"/> DROP <input type="checkbox"/> Withdraw <input type="checkbox"/> Withdraw/Fail Course Category: <input type="checkbox"/> P.I. <input type="checkbox"/> G.E.					
Course #:	Course Section:	Course Title:	Credits:	Teacher:	Reason:
Appropriate boxes MUST be checked: <input type="checkbox"/> ADD <input type="checkbox"/> DROP <input type="checkbox"/> Withdraw <input type="checkbox"/> Withdraw/Fail Course Category: <input type="checkbox"/> P.I. <input type="checkbox"/> G.E.					
Course #:	Course Section:	Course Title:	Credits:	Teacher:	Reason:
Appropriate boxes MUST be checked: <input type="checkbox"/> ADD <input type="checkbox"/> DROP <input type="checkbox"/> Withdraw <input type="checkbox"/> Withdraw/Fail Course Category: <input type="checkbox"/> P.I. <input type="checkbox"/> G.E.					
Course #:	Course Section:	Course Title:	Credits:	Teacher:	Reason:

Upon this change my semester's credit total will be .	Student's Signature: 	Date: Student's Cell#:
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FOR OFFICE USE ONLY: Education Department

Processed by: 	Date Processed: 	Student's Total Credit Load:
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