



# Course Add / Drop Request (Elective courses only)

Office of the Dean

**Time Period**

**Process**

**Week One**

- A student may add or drop an elective course during the add/drop period listed on the academic calendar, with instructor approval. (5 class days).

**Week Two**

- A student may late add or drop an elective course at the discretion of the instructor. A grade of "W" is posted on transcript for dropping an elective course after the final add/drop period.

**Week Three**

- Must receive instructor signature to drop an elective course.

Name: \_\_\_\_\_  
First Middle Last

SONIS Student ID: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Cohort: \_\_\_\_\_

Semester (check one):  Fall  Spring  Summer Year: \_\_\_\_\_

	Course Prefix	Course #	Course Title	# of Credits	Instructor Signature (required after first week)
<b>A D D</b>					
<b>D R O P</b>					

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_