

# Course Withdrawal / Addition Form

This form must be completed and submitted by the student to the Centre for Student Success in order for class withdrawal /addition to be official. Students must have the form signed by either faculty or the Academic Chair. **The date this form is submitted to the Centre for Student Success will determine the grade posted on the student transcript. Please refer to the Student Handbook for the current Academic Schedule to determine whether a "W" or an "F" will be assigned.** When the addition of a class is approved, the student's name will be added to the class roster and the student may attend class.

## For Completion by Student

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
 Program: \_\_\_\_\_ Campus: \_\_\_\_\_

ADD Subject Code, Catalogue Number <b>and</b> Class Name	Delivery Method	Faculty Initials	Class Hours	Unit Value
1.				
2.				
3.				

DROP Subject Code, Catalogue Number <b>and</b> Class Name	Delivery Method	Faculty Initials	Class Hours	Unit Value
1.				
2.				
3.				

## Course Drop/Add

I am aware of and understand the implications to my academic progress by withdrawing from or adding this class.

I have discussed my course withdrawal and/or addition with my sponsor/student loan:  Yes  No  N/A

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

Faculty Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

## For Administrative Purposes Only

Entered by (CSS): \_\_\_\_\_ (Printed name) \_\_\_\_\_ (Signature) Date: \_\_\_\_\_

Campus Registrar: \_\_\_\_\_ (Printed name) \_\_\_\_\_ (Signature) Date: \_\_\_\_\_

Original Unit Load: \_\_\_\_\_ Full Time / Part Time: \_\_\_\_\_ Refund if applicable: \_\_\_\_\_  
 Current Unit Load: \_\_\_\_\_ Full Time / Part Time: \_\_\_\_\_

