

UNION
GRADUATE
COLLEGE

ADD/DROP COURSE CHANGE FORM

TERM/YEAR: _____

Student Name: _____ ID#: _____

Are you currently also a Union Undergraduate?: ___ Yes ___ No

Are any of your courses undergrad courses?: ___ Yes ___ No

ADD the following course(s):

1) _____ - _____ - _____
course dept. course # section #

2) _____ - _____ - _____
course dept. course # section #

3) _____ - _____ - _____
course dept. course # section #

DROP the following course(s):

Last Date Attended = LDA

1) _____ - _____ - _____ LDA: _____
course dept. course # section #

2) _____ - _____ - _____ LDA: _____
course dept. course # section #

3) _____ - _____ - _____ LDA: _____
Course dept. course # section #

Staff accepting the form - Process:

1. Make and distribute copies to:

- Instructor/s of all add/drop courses
- Nikki Gallucci
- Rhonda Sheehan
- Eileen Jarmul -
if UG or in UG Course

2. Completed

_____ Initials

_____ Date

3. Submit original to Lynne Connelly

Special Comments:

Rules for tuition refunds are listed in the *Union Graduate College* catalog. In calculating refunds, the enrollment period is taken from the official starting date of the class to the date this form or a formal written letter of withdrawal is received in the Registrar's office. Courses dropped after the refund period and up to the end of the sixth week of the term will remain on your transcript and receive the grade of "W". **NO WITHDRAWALS ARE ACCEPTED AFTER THE END OF THE SIXTH WEEK OF THE TERM. STUDENTS WITHDRAWING AFTER THIS DATE, OR WHO STOP ATTENDING CLASSES WILL RECEIVE AN AUTOMATIC FAILURE (F).** Deadlines change with the Summer Term. See Summer packet for dates.

I approve the above add/change:

Student signature Date

Advisor signature Date