



University of Lynchburg

OFFICIAL COURSE ADD / DROP / AUDIT FORM

Instructions:

- You - not your advisor, parent or guardian - are responsible for your schedule. Please plan your program accordingly. Read the College Catalogue carefully. Should you have a problem, do not hesitate to contact your advisor, Academic Advising, the Office of the Registrar or the Office of the Provost for assistance.
- Complete the form below, **using a separate form for each semester of changes.**
- Be sure you circle the action to be taken beside each course you list (add, drop, change to audit).
- Obtain your advisor's signature. (Note: Advisor signature is not required for a section change; optional for Access & Graduate students)
- Obtain the instructor's signature if beyond the ADD period (first 6 days of class) or if course is closed.
- Take the form to the Registrar's Office. Course changes become effective on the date of receipt of form at the Registrar's Office

Regulations:

- There is a \$5 PER COURSE fee for student-initiated adds or section changes received **AFTER THE ADD PERIOD**. If the change is other than student initiated, a note to that effect by the responsible party should be made on this form.
- If an instructor and/or advisor disapproves of a student's course change, the student may go to the Office of the Provost and Dean of General Studies for a final decision.
- To change to audit, the student must be passing the course.

Time periods and consequences of dropping classes in fall or spring semester:

- During the **first three weeks** courses dropped do not become a part of the student's permanent record.
- Courses dropped **weeks four through ten** will have a grade of "W" (withdrawal passing) assigned.
- **After the tenth week**, a student **may not withdraw** from a course or change from credit to audit.
- For **withdrawals from the University** after week ten, the grade of "W" will be assigned if the student is passing at the time of withdrawal; the grade of "F" will be assigned if the student is failing at the time of withdrawal.
- Dropping below full-time status (12 hours for undergraduates and 9 hours for graduates) may jeopardize your financial aid and/or housing.

STUDENT INFORMATION (please print clearly):

| | | | | | | |
|---|---------------|---------------|----------------|--|-------------------|--|
| Last: | | First: | | M.I. | | |
| Birth Date: | | Last 4 SSN: | | Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Access <input type="checkbox"/> Non-Degree <input type="checkbox"/> | | |
| Changes are for (check one): Fall Semester <input type="checkbox"/> Spring Semester <input type="checkbox"/> Summer <input type="checkbox"/> Winter <input type="checkbox"/> | | | | | | |
| Action: (circle one) | Course Prefix | Course Number | Section Letter | Credit Hours | Advisor Signature | Instructor Signature (see instructions) |
| Add Drop Audit | _____ | _____ | _____ | _____ | _____ | _____ |
| Add Drop Audit | _____ | _____ | _____ | _____ | _____ | _____ |
| Add Drop Audit | _____ | _____ | _____ | _____ | _____ | _____ |
| Add Drop Audit | _____ | _____ | _____ | _____ | _____ | _____ |
| Add Drop Audit | _____ | _____ | _____ | _____ | _____ | _____ |
| Add Drop Audit | _____ | _____ | _____ | _____ | _____ | _____ |

WARNING

Falsification of an Advisor's or Instructor's signature is an Honor Offense!