



# DROP/ADD OR COURSE WITHDRAWAL

NOTE: This form is for schedule changes only. It is NOT to be used to drop or withdraw an entire schedule for a semester/term. To withdraw completely from a semester/term, please use the Withdrawal Request, available in the Student Records Office or online at [www4.samford.edu/groups/sturec/withdraw-form.pdf](http://www4.samford.edu/groups/sturec/withdraw-form.pdf).

**DIRECTIONS (Please print):** Complete blanks, answer all questions, and obtain all required signatures. Submit signed form to Student Records, Samford Hall, Rm 214. **Instructors & Advisors: Please add the date you sign the form.**

Semester/Term: \_\_\_\_\_ Year: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ SU ID#: 9 \_\_\_\_\_  
Last First Middle

Samford E-Mail: \_\_\_\_\_@samford.edu SU Box: \_\_\_\_\_

1. Will dropping the course(s) put you below full-time status? No ☐ Yes ☐ (If Yes, see note below.)

2. Are you planning to complete degree requirements this semester? No ☐ Yes ☐

If not, please provide your expected graduation Term: \_\_\_\_\_ Year: \_\_\_\_\_

3. Are you a student-athlete? No ☐ Yes ☐ (If Yes, you MUST obtain signature of Athletics Dept Advisor below.)

**IMPORTANT NOTE:** Student-Athletes who drop below full-time risk losing eligibility to compete, practice, or participate in any athletic-related activities. For ANY student, dropping below full-time status could impact financial aid, scholarships, and/or insurance coverage.

## I wish to DROP or WITHDRAW from a COURSE

⊕Processed as a withdrawal after last day to drop a course(s).

+Instructor's signature required after last day to drop a course(s).

## I wish to ADD a COURSE(S)

\*Instructor's signature required in order to be added to a class(es).

May also require a [Registration Permit Override Request](#) form.

CRN   Subject, Course#, Section (i.e., 70076   ACCT 211-01)	+Instructor Permission (Signature   Date)	CRN   Subject, Course#, Section (i.e., 70590   MATH 110-03)	*Instructor Permission (Signature   Date)

Student's Signature

Date

Dean's Signature (Required if student is registering for more than the normal max load of credits)

Date

Advisor's Signature (Please write date you sign form)

Date

Dean of Academic Services and Registrar

Date

Athletic Advisor Signature (Required for ALL athletes)

Date

Revised 4/16/12