

Drake University – Course Add/Drop/Change Form

Today's Date
(mm/dd/yyyy)

Semester and Year
(ex: Fall 2015)

Instructions

1. Enter your personal and course information.
2. Obtain your instructor's signatures in the Add and/or Drop section(s).
3. For student-athletes, obtain signature from the Athletics Department.
4. Sign the form and submit to your college/school dean's office for approval.

Drake ID Number

Last Name

First Name

M.I.

Phone Number

Primary College/School

Major(s)

Are you an international student?

Yes No

Do you live in a residence hall?

Yes No

Are you receiving V.A. benefits?

Yes No

Are you a student-athlete?

Yes No

***A minimum enrollment of 12 credits is required of international students and student-athletes in the fall and spring semesters.
*Dropping a course may affect any student's financial aid.**

ADD: Enter information relevant to the course(s) you would like to add, and then obtain the instructor's signature.

Subject	Course Number	CRN	Credits	Instructor Signature	Date
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>

DROP: Enter information relevant to the course(s) you would like to drop, and then obtain the instructor's signature.

Subject	Course Number	CRN	Credits	Instructor Signature	Date
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>

COURSE CHANGE: Enter information relevant to the course(s) you would like to change, and then obtain the instructor's signature.

Subject	Course Number	CRN			Instructor Signature	Date
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>			<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
From Credits	To Credits	From Grade Mode	To Grade Mode			
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>			

Number of credits after change has been made:

Student Signature*

Date

**I have read and understand the add/drop policy as published in the Drake catalog.*

Notes: Use the space below to add comments about this request.
(Optional)

Advisor Signature (if applicable)

Date

Athletic Department Signature (if applicable)

Date

Curricula Modification Policy, Undergraduates:

<https://www.drake.edu/catalog/undergrad/current/academicregulations/classsched/>

Curricula Modification Policy, Graduates and Professional Programs:

<http://www.drake.edu/catalog/graduate/current/geninfo/generalacademicregulations/#CURMOD>

Dean's Office Signature

Date