

# 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 type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input 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 type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input 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 type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<b>From Credits</b>	<b>To Credits</b>	<b>From Grade Mode</b>	<b>To Grade Mode</b>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input 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**

**Dean's Office Signature**

**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>