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 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

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

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

From Credits	To Credits	From Grade Mode	To Grade Mode

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:
http://www.drake.edu/catalog/undergrad/current/geninfo/academicregulations/#CURMOD

Curricula Modification Policy, Graduates and Professional Programs:
http://www.drake.edu/catalog/graduate/current/geninfo/generalacademicregulations/#CURMOD

Dean's Office Signature   **Date**