

# DROP/ADD FORM

For Office Use Only

TERM

**RGCHCOUR**



Student Number	Student Name (Last, First, Middle Initial)	School/Level/Class	Major/Minor	EFFECTIVE DATE
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Email address \_\_\_\_\_ Please leave a number where you may be reached if we have any questions regarding your registration:

<b>DROPS</b>							<b>ADDs</b>							
UNDERGRADUATES: DROPPING BELOW 12 CREDITS MAY JEOPARDIZE YOUR FINANCIAL AID														
DEPT	COURSE #	SECTION	# OF CREDITS	U / G	CREDIT ONLY	COMMENTS AND/OR RETROACTIVE DATES	DEPT	COURSE #	SECTION	# OF CREDITS	U / G	CREDIT ONLY	AUDIT	COMMENTS AND/OR OVERRIDE SIGNATURES

COMMENTS:  
NOTE: JUSTIFICATION MUST BE PROVIDED BY THE DEAN WHEN FEES ARE WAIVED OR RETROACTIVE DATES RECOMMENDED (PLEASE INCLUDE SIGNATURE).

Complete Withdrawal: As a result of dropping these courses the student will be withdrawn from the University for this semester: Yes  No

REASON FOR COMPLETE WITHDRAWAL: (CHECK ONE)

- Academic Difficulty
- Deceased
- Employment
- Financial Difficulty
- Health
- Never Attended Current Term
- Not Returning to UM
- Personal / Transfer / Marriage
- Study Abroad
- Withdrawn
- Withdrawn By University, Ineligible To Return To Any Program

DEAN \_\_\_\_\_ DATE \_\_\_\_\_

ADVISOR \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Note: Dean's signature required for credit overload, dropping or adding after the deadline, backdating and exceptions within individual schools.**

Maximum number of credits approved by Dean: \_\_\_\_\_

**FOR REGISTRATION USE ONLY**

PROCESSED BY: \_\_\_\_\_

DATE PROCESSED: \_\_\_\_\_

REGISTRAR COPY