

ADD/DROP PETITION

Fee: \$32.00 per form

Name _____ Student ID # _____

Best phone # to reach you _____ Today's Date _____

Check term and enter module number: Fall 20____ Spring 20____ Summer 20____ Module # _____

Circle Degree: AA BA MRS MACM MABS MDiv MACP MFT ThM PsyD Change of units from _____ to _____

Withdraw Policy from SCS catalog:

For module courses, dropping a course prior to the first session or during the first session/week will remove the course from showing on the student transcript. The grade notation of W (Withdrawal) will show on the student transcript for modular courses that are properly dropped in sessions/weeks 2 through 6. For trimester courses, dropping a course prior to or during the first two sessions/weeks will remove the course from showing on the student transcript. The grade notation of W (Withdrawal) will show on the student transcript for trimester courses that are properly dropped in weeks 3 through 13. For two-trimester courses, dropping a course prior to or during the first two sessions will remove the course from showing on the student transcript. The grade notation of W (Withdrawal) will show on the student transcript for two-trimester courses that are properly dropped in weeks 5 through 27. Dropping a course in the last session/week will result in the grade notation of F.

Policy on Add/Drop Fee Charged:

All courses added after the close of open registration for the term are subject to the add fee. Students may drop a course with no charge if it is done prior to or at the first session of the course. Courses dropped after the first session will be charged a drop fee.

Refund of Tuition Policy:

A student officially dropping a course through the Registrar will receive prorated tuition and course fee refunds. If a student officially drops prior to the first session of the course, the Seminary will refund full tuition. Students who officially drop after the first session but before completing 60% of the course will receive a prorated refund of the unused portion of tuition and other refundable charges. No refund will be made if a student drops after completing 60% of the course. 60% of a course equals the following: Completing session 4 of a 7 week course, no refund; completing session 8 of a 14 week course, no refund; completing session 16 of a 28 week course, no refund

If you are receiving Financial Aid, please notify the Financial Aid Office of your current status.

Write the reason for this add &/or drop (required):

MODULE #	ADD	DROP	COURSE #	SECTION	COURSE TITLE	PRO-FESSOR	START DATE	# UNITS	How many sessions did you attend of this course?
<i>example</i> 1		✓	PM 511	A	<i>Spiritual Disciplines</i>	<i>Fisher</i>	9/6/11	3.0	

Student Signature _____ **Date** _____

Authorizing the ADD/DROP:

- | | | | |
|--|------------|--|------------|
| 1. _____
Student Advisor Signature | _____ Date | 4. _____
Financial Aid Officer Signature | _____ Date |
| 2. _____
Professor Signature (if needed) | _____ Date | 5. _____
V.A. Coordinator or International Student Director | _____ Date |
| 3. _____
Student Accounts Officer Signature | _____ Date | 6. _____
Registrar Signature | _____ Date |

Complete this form carefully: Incomplete forms are NOT Official Drops and may result in additional fees.