



Course Add/Drop Request

Student ID Number:			Email Address:		
Last Name:			First Name:		
Check Primary Academic Program and Trimester Below					
<input type="checkbox"/> BS Biomedical Sciences		<input type="checkbox"/> Naturopathic Medicine		<input type="checkbox"/> Chiropractic Assistant	
<input type="checkbox"/> Massage Therapy		<input type="checkbox"/> Acupuncture		<input type="checkbox"/> MS DI/ACP/Res Progs	
<input type="checkbox"/> Chiropractic Medicine		<input type="checkbox"/> Oriental Medicine		<input type="checkbox"/> Pre-requisite Courses	
<input type="checkbox"/>	Summer	<input type="checkbox"/>	Fall	<input type="checkbox"/>	Spring
ADD COURSE SECTION					
	Subject	Course Name	Section	Credit Hrs	Advisor Approval to Late Add*
1					
2					
3					
4					
5					
Total hours ADDED: _____					

DROP COURSE SECTION						
	First Attempt Y/N	Prefix and Course No. (i.e., BC 5102)	Course Name	Section	Credit Hrs	Instructor Signature
1						
2						
3						
4						
5						
Total hours DROPPED: _____						

Consult the University Bulletin for withdrawal schedules and guidelines. Fees are not refundable. Students receiving federal financial aid disbursements are advised to also review the impact of the Return of Title IV Funds Policy on their tuition refund and possible liability to the University. Any disbursements will be returned to the proper lending institution based upon the date of the withdrawal per the Title IV funds policy. See Return of Title IV Federal Financial Aid Policy in the University Bulletin for more information. Courses designated as electives are non-refundable unless courses are cancelled due to insufficient enrollment. ***Advisor approval required to add a course after week 1 of the trimester. Instructor signature required to drop a class after week 1 of the trimester.**

By submitting this form, I understand the implications adding and/or dropping a course may cause to my financial aid or student account status. **A \$25 add/drop fee will be charged to the student account for each form processed.**



Student's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

Processed by	First Time Enrolled	Week	Refund %	DF Waive	Date
	Y N		100 75 50 0	Y N	

CPS Course Withdrawal Policy

- The first week of the trimester is considered the add/drop week. Students may **add or drop** courses during this period without an advisor's signature. Courses that are dropped during this period WILL NOT appear on the transcript as an attempted course.
- Starting in the second week, and continuing through the fourth week of the trimester, a student may still withdraw from courses. These courses will be listed on the transcript as attempted with a grade of "W", and these course hours will add to the attempted hours for that trimester, as well as to the cumulative attempted hours. The GPA will not be affected by withdrawals during this period, as GPA is calculated by dividing grade hours by quality points. This will, however, negatively impact academic progress, which is measured as earned hours divided by attempted hours. Advisors may therefore assess from this both academic progress, as well as academic performance via the GPA.
- After the fourth week of the trimester, students may not withdraw from any course, but must remain enrolled in each course to the end of the trimester to receive a final grade (A to F) that will factor into their GPA. **The decision to complete each class must therefore be made within the first four weeks of the trimester**, requiring students to assess their capability for successful completion within that span of time.
- The withdrawal deadline for a first time enrolled students (those who are in their first trimester of classes after admission to a program) will be extended to the completion of the eighth week of the trimester. This is to allow the new students time to acclimate to the curriculum and to develop their skill in assessing whether they can successfully complete a course. **This extension applies solely to first time-enrolled students**; the withdrawal deadline is the end of the fourth week for continuing students (in their second and later trimesters of enrollment regardless of classes being taken).
- Students are allowed just one withdrawal from any one course. For any course from which students withdraw, that course must be completed on the following attempt.
- Students may appeal to the Dean of the College of Professional Studies to have the course withdrawal deadline extended in cases of documented medical/family emergencies.