**Contact Information**

**Commodore Student ID:**

**Student Name:**

**Student Home School:**

**Term/Year (e.g., Fall 14):**

<table>
<thead>
<tr>
<th>SUBJECT AREA</th>
<th>COURSE NUMBER</th>
<th>SECTION</th>
<th>YES CLASS NUMBER</th>
<th>Day/Time</th>
<th>INSTRUCTOR APPROVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DROP</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Required after 10th day of class. Attach written/email communication as appropriate.</td>
</tr>
<tr>
<td><strong>ADD / EDIT</strong></td>
<td>SUBJECT AREA</td>
<td>COURSE NUMBER</td>
<td>SECT.</td>
<td>YES CLASS NUMBER</td>
<td>Day/Time</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:**

Effective date is the date form is received by the home school.

Office of Academic Services

*If you answered YES to any question above, dean’s approval is required. Courses dropped after the deadline to “drop with no entry on the record” will be entered on the student’s record with a grade of W. No course can be dropped after the published deadline for withdrawal.

**Certain courses are not eligible to audit. No permanent record is kept of audited courses.***

**Must meet pass/fail eligibility requirements.**

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**Advisor’s PRINTED NAME & Signature**

Date

**Math DUS approval**

(Required for changing sections of or adding Math courses.)

Date

**Student’s Signature**

Date

*Advising Dean’s approval (if necessary)*

Date

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*Updated 08192014 Office of the University Registrar*