



Drop/Add Request Form

Office of the Registrar
Freeman Hall, 1st Floor
www.belmont.edu/registrar
Phone: 615-460-6619
Fax: 615-460-5415

This form is used to drop/add a course(s) beyond the date of the posted open drop/add period. The form must be submitted with all information complete. The University Registrar has final approval on all requests for drop/add or withdrawal from course(s).

Please note that students must pay in full any account balance due or additional charges that occur as a result of a registration adjustment. For requests submitted to the Office of the Registrar or Belmont Central beyond the published drop/add refund deadline, NO refund or reimbursement is provided. Also, the drop/add period deadlines apply to ALL courses regardless to when the course begin. The request date of the drop/add or withdrawal from a course becomes effective upon return of this form by 4:30 p.m. to either office. All the required signatures must be completed. Please refer to the Office of the Registrar's website, www.belmont.edu/registrar, for drop/add deadlines, refund and withdrawal dates or call 615-460-6619. Please use multiple drop/add forms if needed.

Date of Request: _____ Semester / Year: _____

Student Name: _____ Belmont ID: _____

Local Phone Number: _____ Belmont E-Mail Address: _____

REASON FOR THE REQUEST (MUST BE COMPLETED): Please attach additional page if needed.

*Student-athletes must obtain signature from the Athletics Academic Coordinator for approval.
Students with admissions committee stipulations must obtain a signature from the Associate Director of Admissions for approval.*

Request to Add a Course: (Student must complete course information.)

- CRN: _____ Course and section number: _____ Credit hours: _____
Instructor's signature: _____ Advisor's signature: _____
- CRN: _____ Course and section number: _____ Credit hours: _____
Instructor's signature: _____ Advisor's signature: _____

Request to Drop or Withdraw from Course: (Student must complete course information)

A "drop" (drop/expunge) from ANY course(s) is only available during the 100% refund period. Afterwards, a withdrawal (receive a "W") or a withdrawal with a grade ("WP" or "WF") is given for the course and a refund is NOT issued. In the event of a documented exception or emergency, students may request a course be dropped or withdrawn by submitting a written appeal to the Office of the Registrar. Financial aid awards may be affected by dropping or withdrawing from courses. This action may result in penalties in aid, insurance, loans and other areas predicated on a student's enrollment.

- CRN: _____ Course and section number: _____ Credit hours: _____
Instructor recommends (CIRCLE ONE) W, WP, WF or Drop/Expunge (Documentation of exception to the policy is required)
Instructor's signature: _____
- CRN: _____ Course and section number: _____ Credit hours: _____
Instructor recommends (CIRCLE ONE) W, WP, WF or Drop/Expunge (Documentation of exception to the policy is required)
Instructor's signature: _____

I understand and acknowledge the above information regarding drop/add and withdrawal procedures.

Student's signature: _____ Date: _____