



## Drop/Add Request Form

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](http://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: \_\_\_\_\_ 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 In the event of a documented exception or emergency, students may request a course be dropped or withdrawn by submitting a written appeal to the Office of the Registrar.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: \_\_\_\_\_