



## Course Drop/Add Form

To drop or add a course after the registration period, please complete this form. If you plan to withdraw from the College, please complete a College Withdrawal form instead.

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Program: \_\_\_\_\_ Date: \_\_\_\_\_

TERM Mon/Year	COURSE NUMBER	COURSE TITLE	PROFESSOR	ADD	DROP	LAST DATE OF ATTENDANCE (DROP ONLY)

Students are required to obtain the following signatures before the course can be added and/or dropped. *If dropping/adding more than one class, please obtain a signature for each professor.*

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If you are dropping a course, please complete this section:**

**Reason:**  Health     Financial     Academic Preparation     Employment  
 Armed Service Duty     Other

**Explanation:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If you are planning to drop all classes this term, do you plan to return to GCNYC in a future term:**     YES     NOT SURE     NO

\*If no, please submit a College Withdrawal form instead.

**Please check all that apply to you:**     Have a scholarship/fellowship  
 Using state or federal financial aid (including loans)     International student

By signing this form, I verify that I am dropping or requesting to add a course.

**Student Signature:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

-----for GCNYC Use Only-----

Academic Advisor Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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Director of Academic Engagement Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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Provost Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**DAE Next Steps:**

-Upload completed form to the Change of Student Circumstance section in the Office of the Registrar SharePoint.

-Where applicable, notify professors, update rosters and remove from course registration.

-Is this student eligible for any amount of tuition refund?  YES  NO

\*If yes, please notify FNO as soon as possible.

Refunds are based on the following schedule:

- 1) By 5pm on the Friday prior to the first class meeting 100%
- 2) By 5pm on the Friday of the first week of classes 75%
- 3) By 5pm on the Friday of the second week of classes 50%
- 4) By 5pm on the Friday of the third week of classes 25%
- 5) Thereafter 0%