CRISWELL COLLEGE

Add/Drop/Withdraw Course
453.01

Instructions: This form is to be used by undergraduate or graduate students who wish to add, to drop, or to withdraw from a course. Students registered for less than full-time may have financial aid reduced. Tuition refund information can be found in the Criswell Catalog. Please print and return completed form with all signatures to the Registrar's office.

Fee: $40.00 per class added, dropped, or withdrawn.

Please Print Clearly

Full Name: _____   Student ID Number: _____

Program Director: _____   Semester: _____

Add/Drop/ Withdraw	Course ID	Section	Online	Course Title	Professor's Signature	Date Signed	Last Date of Attendance
Ex. Drop	Ex. THS101	Ex. L1	Yes or No?	Ex. Biology I	Ex. Professor's Signature	Ex. 10/10/2010	Ex. 9/28/2010

Reason(s) for drop: _____

Required Signatures (must be signed in the following order):

Student: _____
　　　　　　　　　　　Signature　　　　　　　　　　　　　　　　　　　Date

Financial Aid Office: _____
　　　　　　　　　　　Signature　　　　　　　　　　　　　　　　　　　Date

Student Accounts Office: _____
　　　　　　　　　　　Signature　　　　　　　　　　　　　　　　　　　Date

Director of Student Services: _____
(if withdrawing from all courses)　　Signature　　　　　　　　　　　　　　Date

Registrar: _____
　　　　　　　　　　　Signature　　　　　　　　　　　　　　　　　　　Date