UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER

Drop Add Form

Instructions: This form must be completed by a college official for all course enrollment changes for a given term.

Note that eligibility for financial aid requires students to be enrolled least half time and in good academic standing. IF THE CHANGES REQUESTED BELOW AFFECT STUDENT ENROLLMENT STATUS, THE STUDENT MUST CONSULT WITH THE FINANCIAL AID OFFICE.

If applicable to the curriculum, courses may be **dropped or added** during the first 14 business days of the term. Courses must be **withdraw**n on the 15th day forward with permission of the course director/instructor of record.

Please review how dropping a course will affect the student's record below:
- <70% course completion= W grade
- After midpoint but before 70% course completion= WP (withdrawn passing) or WF (withdrawn failing) should be entered by the instructor
- ≥70% course completion= **withdrawal not permitted**/ student will receive final grade or zero(s) for any incomplete assignments and tests (calculated in GPA)

Personal Information			
Student Last Name		**Student First Name**	
Student ID #		**Current Term**	
College		**Program**	

Affected Schedule (All Fields Required)						
Course Prefix/Number	**Course CRN**	**Course Credit Hour**	**Drop course**	**Add course**	**Withdraw course**	**Last Class Attendance Date**

Justification for Adding or Dropping the course(s):

(instructor or record/course director):
Signature and Date: _____

Office of Registrar Acknowledgment	
Receipt Date	
Processed Date	
Processed By (Signature)	