Adding/Dropping a Course

During Add/Drop Period:

- STUDENT USES SPIRE
- No forms or signatures needed

After Add/Drop Period, Before Mid-Semester:

- FORM: “Course Change Request”
- SIGNATURES to DROP: student and instructor
- SIGNATURES to ADD: student, instructor, and Academic Dean, SPHHS

After Mid-Semester:

- Dropping a class is only allowed in cases of extenuating circumstances
  (poor performance in the class is not acceptable grounds to drop)
- REQUIRES: advising from Academic Dean’s Office before filling out forms
- FORMS: “Late Drop Petition” & “Course Change Request”

No Record Drops:

- Reserved for cases when student registered, but never attended a class
- FORM: “Course Change Request”
- SIGNATURES: student, instructor, and Academic Dean, SPHHS

“Course Change Request” forms available:

Registrar’s Office, 213 Whitmore
Academic Dean’s Office, 125 Arnold House