



University of Massachusetts Amherst
Graduate School

Current Semester Late Add/Drop Form

Please return to the Graduate Student Service Center, 534 Goodell Building

Last Name

First Name

M.I.

8-Digit I.D. Number

COURSE INFORMATION: ALL class numbers *must* be completed to add a course.

Subject Area

Cat.Number

Units

Instructor Name (Please print)

LECTURE

DISCUSSION

LAB

Class Number

Sec.

Class Number

Sec.

Class Number

Sec.

A
D
D Reason for Late Add: _____

Drop Policy:

- Up to and including ten days from the beginning of the semester, a student may drop a course without financial penalty or academic record.
- For the following four weeks a grade of DR will be recorded to indicate a withdrawal.
- After six weeks from the beginning of the semester, (and not past the last date of classes for that semester) a grade of WP or WF will be recorded, as indicated by the instructor.

Did Not Attend

Withdraw Passing

or

or

Date Last Attended

Withdraw Failing

Audit Policy:

A graduate student may change a course to audit status at any time prior to the last day of classes, provided that this is not being done to avoid a failing grade.

Is the student passing the course at the time of this change?

Yes

No

C
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Please indicate corrected number of credits to be awarded for the course indicated above.

Office Use Only

Date Received: _____

Credit Count: _____

Date Processed: _____

Action Taken: _____

Instructor's Signature

Date