

PERMISSION TO DROP/ADD

STUDENT'S NAME

S. S. NUMBER

HAS PERMISSION TO DROP AND/OR ADD THE FOLLOWING COURSES.

COURSE(S) TO BE DROPPED:

ADVISOR'S SIGNATURE

INSTRUCTOR'S SIGNATURE

COURSE(S) TO BE ADDED:

INSTRUCTOR'S SIGNATURE

NOTE: THE PROCESS OF DROPPING A COURSE IS NOT COMPLETE UNTIL THE INSTRUCTOR'S SIGNATURE OF THE COURSE BEING DROPPED HAS BEEN OBTAINED AND THIS PERMISSION TO DROP/ADD RETURNED TO THE RECORDS OFFICE. A COURSE IS NOT OFFICIALLY ADDED UNTIL THIS PERMISSION TO DROP/ADD IS PRESENTED TO THE RECORDS OFFICE BEARING THE SIGNATURE OF THE INSTRUCTOR OF THE COURSE TO BE ADDED.

REGISTRAR/RECORDS SECRETARY

DATE