

BANNER ID _____

NAME _____

COURSE DROP/ADD _____

Last Name

First

Middle

SLIPPERY ROCK UNIVERSITY
 Office of Academic Records & Registration
 Old Main, Suite 107
academic.records@sru.edu
 724.738.2010

Drop/Add for (check one semester): Fall Spring Summer Winter 20_____
 (Year)

This form must be completed if dropping/adding in a University office. It is not required to drop/add online.

COURSE TO BE DROPPED				
Course Title	Subject	Course#	Sect#	CRN

COURSE TO BE ADDED				
Course Title	Subject	Course#	Sect#	CRN

Last Date of Attendance: _____

Are you repeating this class? Yes No

 Instructor Signature (required if dropping after deadline) Date

 Instructor Signature (required if granting overrides checked below) Date

 Adviser Signature (optional but strongly recommended) Date

 Adviser Signature (optional but strongly recommended) Date

 Veteran or Global Engagement Adviser Signature (if applicable) Date

Forgery of signatures may lead to dismissal from the University.

Student Signature _____ **Date** _____

Overrides Granted by Instructor: Seating Capacity Pre/Co-Requisite Student Attribute Class Level
 Dept. Restriction Major/Minor Degree Special Permission Required

INSTRUCTIONS:

- * Students should use MySRU to drop/add courses prior to the course's drop/add deadline. During the fall and spring semesters, students are not permitted to **drop** [The Rock courses](#) once they begin.
- * Students may DROP and/or ADD a class from the first day of registration through the add/drop period of the part of term in which the course is offered. For full semester fall/spring classes, the add/drop deadline is the eighth day of the semester (including weekends, excluding holidays). For classes meeting fewer than 15 weeks and all winter and summer classes, the add/drop deadline is two-thirds of the way through the part of term in which the course is offered. Refer to the [Academic Calendar](#) for the specific deadlines.
- * If a course requires an override, the student must obtain the signature of the course instructor, and **the instructor must check off the appropriate override** above. Bring the approved form to Academic Records & Registration or Exploratory Studies & Academic Progress for processing.
- * Veterans and International Students **must** receive the appropriate adviser's signature to **drop** any course. All other students are strongly encouraged to obtain their adviser's approval before making changes to their schedule.
- * Students receiving financial aid could have their aid adjusted as a result of adding/dropping courses.
- * Late Drop/Add Forms will not be accepted unless there are extenuating circumstances beyond the student's control. If there are extenuating circumstances that might warrant an exception, the student may discuss the matter with the course instructor and dean of the course before bringing the form to the Office of Academic Records and Registration. The dean is under no obligation to approve a late Drop/Add Form. **Academic Records will not process late forms without the dean's signature.**