

**SLIPPERY ROCK UNIVERSITY**  
 Office of Academic Records & Registration, 107 Old Main  
 724-738-2010

**DROP/ADD FORM FOR THE \_\_\_\_\_ / \_\_\_\_\_ (SEMESTER/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

Date student last attended this class \_\_\_\_\_

Are you repeating this class?  Yes  No

\_\_\_\_\_  
 Instructor's Signature (required if **dropping** after deadline) Date

\_\_\_\_\_  
 Instructor's Signature (required if **adding** after the first week of the semester or if overriding one or more of the requirements below) Date

\_\_\_\_\_  
 Adviser's Signature (optional, but strongly advised) Date

\_\_\_\_\_  
 Adviser's Signature (optional) Date

**Forgery of signatures may lead to dismissal from the University.**

\_\_\_\_\_  
 Veteran or International Services Advisor's Signature (if applicable) Date

**Overrides:** (check all that apply) \_\_\_\_\_ student attribute \_\_\_\_\_ seating capacity \_\_\_\_\_ class level \_\_\_\_\_ degree  
 \_\_\_\_\_ dept. restriction \_\_\_\_\_ major/minor \_\_\_\_\_ pre/co-requisite \_\_\_\_\_ special permission required

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**INSTRUCTIONS:** The following deadlines are for fall and spring only. Please check the academic calendar for winter session and summer drop/add policies.

- \* This form may be used to **ADD/DROP** a class from the first day of registration through the **eighth day of the term** (including weekends).
- \* To **add any** class after the eighth day of the semester, students **must secure the signature of their instructor** before bringing this form to the **Office of Academic Records & Registration, Room 107-Old Main**. **Classes may not be added online after the eighth day of the term.**
- \* **Fall and Spring classes may not be added after the second week of the semester.**
- \* Students are **not** permitted to **drop Basic Requirement/The Rock** courses after the first eight days of the term.
- \* Students are advised to secure their **adviser's** signature for all drop/add transactions.
- \* Veterans and International Students must receive the appropriate adviser's signature to **drop any** course.
- \* To **add a closed** course or a course **requiring any overrides**, students must secure the signature of the course instructor.
- \* To register for a course requiring an override, bring this approved form **with appropriate override checked off** to the **department secretary** in Academic Records or Advisement Center to be registered for the course.
- \* Students receiving financial aid, including loans, could have their aid adjusted as a result of adding/dropping courses.

**PROCESSING:**

- \* During the first eight days of the semester, courses may be dropped and OPEN courses may be added using MySRU.
- \* Courses added with instructor's permission after the eighth day of the semester may **only** be processed in the **Office of Academic Records & Registration**.

- \* 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 Dean of the course before bringing the form to the Academic Records Office. The Dean is under no obligation to approve a late Drop/Add Form. Academic Records will not process this form without the Dean's signature.