

SLIPPERY ROCK UNIVERSITY
 Office of Academic Records & Registration, 107 Old Main
 724.738.2010

DROP/ADD FORM FOR _____
 (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 overriding any requirement below) Date

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

 Adviser's Signature (optional) Date

 Veteran or Global Engagement Adviser's Signature (if applicable) Date

Forgery of signatures may lead to dismissal from the University.

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 semesters only. Please check the academic calendar for Winter and Summer Session 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/excluding holidays).
- * **Fall and Spring classes may not be added after the first week of the semester.**
- * Students are **not** permitted to **drop Basic Requirement/The Rock** courses once the semester begins.
- * 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 Office of Academic Records & Registration (107 Old Main) or the Office of Exploratory Studies & Academic Progress (109 Bailey Library) to be registered for the course.
- * Students receiving financial aid, including loans, could have their aid adjusted as a result of adding/dropping courses.
- * During the first eight days of the semester, courses may be dropped (except Basic Requirement/The Rock courses) and OPEN courses may be added using MySRU.

Dropping/Adding Courses After the Deadline:

- * Students may not drop or add courses after the eighth day of the semester.
- * 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 instructor AND Dean of the course before bringing the form to the Office of Academic Records & Registration (107 Old Main). 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.**