

# BLUEFIELD UNIVERSITY



## Add/Drop/Withdraw Form

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Major: \_\_\_\_\_ Semester: \_\_\_\_\_

**Definitions:**

**Adding Classes** | Students enrolled in 16-week courses may add courses during the first seven calendar days of each term. Students enrolled in 8-week or 4-week courses may add courses during the first three calendar days of the term. See Academic Calendar for specific dates and deadlines.

**Dropping Classes** | A student may drop a class during the first five business days of the semester (prior to the official drop date) and this course will not become a part of the student’s permanent academic record. \*The determination of whether the action is a drop or withdraw will be based on the date the form was received.

**Withdrawing from Classes** | After the drop date and up to the deadline to withdraw from a class, a grade of “W” is issued on the student’s academic record. For online classes, once a student participates in an online course, it is his or her responsibility to officially drop or withdraw by completing and submitting the Drop/Withdraw form to the Registrar’s Office. Students will be charged for classes according to the prorated withdraw refund schedule.

**Please Note:** Certain enrollment changes may result in complete loss of financial aid eligibility for the entire semester even if those funds have been posted to the student’s account. Students may also lose athletic eligibility for certain enrollment changes. For a student who withdraws or stops participating entirely, charges and financial aid will be adjusted according to the refund policy (prorated) at that point.

Course Number, Section Number, and Name <i>(i.e. BUS 1063-01 Intro to Business)</i>	
	<input type="checkbox"/> Add <input type="checkbox"/> Drop*/Withdraw
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	<input type="checkbox"/> Add <input type="checkbox"/> Drop*/Withdraw

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_