

**Graduate Add/Drop/Withdrawal Form and Procedures**

To add, drop or withdraw from a course, students must complete and submit this form to the Welch Center office by mail or fax to the address below or via email to [Kayhla.Cornell@goucher.edu](mailto:Kayhla.Cornell@goucher.edu).

- Write your name in the space marked **Student Name**
- Write your student identification number in the space marked **ID Number**
- Insert the correct information for the course being added/dropped in the space marked **Year/Semester**
- Fill in the appropriate information under “**A**” for Add or “**D**” for Drop, if withdrawing please circle the “**W**” next to the drop.
- Make sure to include Department, Course Number and Section Number, Credit Hours and Instructor Name
- Date and Sign in the spaces marked **Date** and **Student Signature**.
- Make sure to note the **date** of the last class you attended below.

GOUCHER —college—		<b>Add/Drop Form</b>			Year/Semester: _____
Class: <u>Graduate</u>					
<i>Please complete with a ball point pen</i>					
Student Name _____		ID Number _____			
	Last	First	M.I.		
Add/Drop	Department	Course Number & Section	Credit Hours/ Audit	Instructor	Approval (Signature)
A					
A					
A					
D					w
D					w
D					w
<i>See catalogue for policy on adds, drops and withdrawals</i>				Withdrawal Date: _____	
Date: _____		Student Signature _____		<b>Office Use Only</b> Entered _____ Date _____	
Date: _____		Program Director's Signature _____			
Cum GPA: _____		Last Class Attended (date): _____			

<b>For office use only</b>					
Initial and date when completed					
PC	_____ Initial	_____ Date	Refund required?	_____ Yes	_____ No
				If yes, amount? _____	
SAS	_____ Initial	_____ Date	What form of refund?		
Refund	_____ Initial	_____ Date	Credit Card	_____ (attach copy of registration form)	
			Check	_____ (attach SAS refund request form)	
			E-billing	_____	