

ADD/DROP FORM FOR GRADUATE STUDENT

Last Name: _____ First Name: _____ College ID # _____ Advisor(s) Name(s): _____

Email Address: _____ Cell Phone # _____

If you are a MAE student--complete this form and submit it to the Registrar's office in person or by fax# 440-826-6522.

If you are a MBA student—complete this form and submit to the Business Administration office, fax# 440-826-3868.

FOR STUDENTS DROPPING

A. You should arrange to meet with your advisor to discuss your plans of dropping this class and to sign this form. Your advisor can help with any questions you may have after reading this form.

_____ Your Initials

B. For a graduate student to be considered full-time, he/she must have at least 6 credit hours per semester. Half-time students must have 3, and part-time students must have 1. Dropping a course can lower your enrollment status, and it could affect your financial aid. If you then want to maintain your current status, you must register for a replacement course immediately.

_____ Your Initials

C. If you are a military veteran utilizing GI Bill benefits, there may be consequences for reducing the number of hours in which you are enrolled, including owing the VA tuition and/or Basic Allowance for Housing. Please speak with the certifying official in Registration and Records before making a change to your schedule.

_____ Your Initials

D. If you are rescheduling to take this course in the future, you should check the [master schedule](#) to see when the course is offered again. Some courses are not offered every semester or every year.

_____ Your Initials

Course Information:

ADD - _____
Semester/Year Dept. Course # Section # Credits

DROP - _____
Semester/Year Dept. Course # Section # Credits

****Attention: By initialing these paragraphs and signing this form, you confirm that you understand these responsibilities.****

(Must state exception or waiver and provide required signature)

Required signature: _____

Student signature: _____ Date: _____

Advisor(s) signature(s): _____ Date: _____

(For MBA students only)