

**ADD/DROP PETITION**

**Fee: \$31.00 per course**

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Best phone # to reach you \_\_\_\_\_ Today's Date \_\_\_\_\_

Check term and enter module number:  Fall 20\_\_\_\_  Spring 20\_\_\_\_  Summer 20\_\_\_\_ Module # \_\_\_\_\_

Circle Degree: AA BA MRS MABS MDiv MACP MFT PsyD Change of units from \_\_\_\_\_ to \_\_\_\_\_

Withdraw Policy from SCS catalog:

For module courses, dropping a course in the prior to the session or during the first session/week will remove the course from showing on the student transcript. The grade notation of W (Withdrawal) will show on the student transcript for modular courses that are properly dropped in sessions/weeks 2 through 6. For trimester courses, dropping a course prior to or during the first two sessions/weeks will remove the course from showing on the student transcript. The grade notation of W (Withdrawal) will show on the student transcript for trimester courses that are properly dropped in weeks 3 through 13. For two-trimester courses, dropping a course prior to or during the first two sessions will remove the course from showing on the student transcript. The grade notation of W (Withdrawal) will show on the student transcript for two-trimester courses that are properly dropped in weeks 5 through 27. Dropping a course in the last session/week will result in the grade notation of F.

Policy on Add/Drop Fee Charged:

All courses added after the close of open registration for the term are subject to the add fee. Students may drop a course with no charge if it is done prior to or at the first session of the course. Courses dropped after the first session will be charged a drop fee.

Refund of Tuition Policy:

A student officially dropping a course through the Registrar will receive prorated tuition and course fee refunds. If a student officially drops prior to the first session of the course, the Seminary will refund full tuition. Students who officially drop after the first session but before completing 60% of the course will receive a prorated refund of the unused portion of tuition and other refundable charges. No refund will be made if a student drops after completing 60% of the course. 60% of a course equals the following: Completing session 4 of a 7 week course, no refund; completing session 8 of a 14 week course, no refund; completing session 16 of a 28 week course, no refund

**Write the reason for this add &/or drop (required):**

MODULE #	ADD	DROP	COURSE #	COURSE TITLE	PRO-FESSOR	START DATE	# UNITS	CIRCLE EACH SESSION ATTENDED
example 1		X	PM 511	Spiritual Disciplines	Fisher	09/07/10	3.0	1 2 3 4 5 6 7
								1 2 3 4 5 6 7
								1 2 3 4 5 6 7
								1 2 3 4 5 6 7
								1 2 3 4 5 6 7

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

**Authorizing the ADD/DROP:**

- |  |            |  |            |
|--|------------|--|------------|
| 1. _____<br>Student Advisor Signature          | _____ Date | 4. _____<br>Financial Aid Officer Signature                    | _____ Date |
| 2. _____<br>Professor Signature                | _____ Date | 5. _____<br>V.A. Coordinator or International Student Director | _____ Date |
| 3. _____<br>Student Accounts Officer Signature | _____ Date | 6. _____<br>Registrar Signature                                | _____ Date |

**Complete this form carefully: Incomplete forms are NOT Official Drops and may result in additional fees.**