Holy Apostles
College & Seminary

COURSE ADD/DROP FORM

_____ _____/_____
Last   First   M.I.

Semester _____ Year _____

All course adds and drops must be submitted on a Course Add/Drop Form to the Office of the Registrar. This form must be completed fully and submitted to the Registrar's Office by the appropriate deadlines as indicated below:

Adding or dropping a course during the 1st week of a regular (spring and/or fall) semester:
- o   No signature required for non-seminarian students. Seminarian students must obtain the Academic Advisor's signature. Students (non-seminarian and seminarian) may add or drop a course by submitting a Course ADD/DROP Form to the Registrar's Office. Required signatures must be procured *before* the form is submitted. No notation will appear on the student's permanent record.

Adding or dropping a course after end of 1st week of a regular (spring and/or fall) semester to the end of the 3rd week of classes:
- o   Non-seminarians need Academic Dean's signature; Seminarians need Academic Dean's and Academic Advisor's signatures. For each course dropped, a "W" will appear on the student's permanent record.

Dropping a course after end of 3rd week of classes to the end of the 5th week of classes:
- o   Non-seminarians need Academic Dean's signature; Seminarians need Academic Dean's and Academic Advisor's signatures.
- o   A notation of "WF" (Withdrawal/Fail) will appear on the student's permanent record.

Dropping a course after the end of the 5th week of classes but on or before the Friday before the last week of classes:
- o   Non-seminarians need Academic Dean's signature; Seminarians need Academic Dean's and President/Rector's signatures.
- o   A notation of "WF" (Withdrawal/Fail) will appear on the student's permanent record.

Failure to submit a Course ADD/DROP Form by the appropriate deadline will result in a final grade as determined by the grading policy of the course. Courses that do not meet for 15 weeks will have proportionate add/drop schedules. *No student will be permitted to drop a course after the Friday before the last week of classes.*

INSTRUCTIONS

1.   Identify the course(s) using the course title, course number, number of credits and professor's name.
2.   Obtain the required signature(s) as indicated above.
3.   **Submit the form to your Academic Advisor by the appropriate deadline.**
4.   The Registrar shall forward a copy of the processed form to the professor.

Action (Circle)	Course Title	Course Number	#Credits	Professor
ADD / DROP				
	Course Title	Course Number	#Credits	Professor
ADD / DROP				

_____ ___/___/___   _____ ___/___/___
Academic Dean's Signature   Date   Student's Signature   Date

_____ ___/___/___
Academic Advisor's Signature   Date   9/19/19