



UMDNJ-Graduate School of Biomedical Sciences

ADD/DROP COURSE FORM

FALL 20____ SPRING 20____

Student's Name: _____ Date: _____ 20____

Signature: _____ ID: A00 - _____ - _____

Status: Matriculated _____ Non-Matriculated _____
Program/Department

Add Withdraw

Course Name: _____

Course Number: _____ Credits: _____ Starting Date: _____ 20____

Ending Date: _____ 20____

Instructor Approval: _____ Date: _____ 20____

Instructor Approval for **Add or Drop** only necessary when Course Registration requires director approval or when there is an enrollment limit.

Add Withdraw

Course Name: _____

Course Number: _____ Credits: _____ Starting Date: _____ 20____

Ending Date: _____ 20____

Instructor Approval: _____ Date: _____ 20____

Instructor Approval for **Add or Drop** only necessary when Course Registration requires director approval or when there is an enrollment limit.

Program/Track Director or Class Advisor Date: _____ 20____

Note: Students submitting a completed Drop form within 10 academic days of the start of the course will receive a full tuition refund and the course will not appear on their official transcript. Students withdrawing from a course between 11 and 15 academic days after the course begins will receive an 80% tuition refund. No tuition will be refunded beyond 15 academic days after the course has begun. Withdrawals beyond 10 academic days after the course begins will be noted as "W" on the official transcript. Withdrawals will NOT be granted during the final third of a course.

A student wishing to add a course **after general registration** should complete the Add/Drop form and have appropriate approval of the course instructor and advisor prior to the start of the course. Registration will not be permitted beyond the first week of a course. Credit will not be given for courses in which the student was not registered.