



## **Instructions:**

☐ ADD
☐ DROP
☐ WITHDRAW

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☐ DROP
☐ WITHDRAW

- 1. **ADD:** Students may add courses without academic penalty within the first two weeks of class given that it falls within the maximum clock hours load allowed. No new courses may be added after two weeks.
- 2. **DROP:** Students may drop courses without academic penalty within the first two weeks of class. Dropped courses do not appear on the student's transcript.
- 3. **WITHDRAW:** After week two students may withdraw from courses and receive a "W" on their transcript. A student may not withdraw from a course after week 4 or 8 of the course, unless approval is given by the appropriate individuals (after week 4), and supporting documentation is provided (after week 8).

## I.STUDENT INFORMATION

FIRST		MIDDLE	LAST		_
· IKS I				@MAHANAIM.CO	М
STUDENT ID #					
PHONE					
GRADE LEVEL:					-
TERM:					_
PROGRAM:					-
II. COUR	SE ADD/DRO	P/WITHDRAW INFO	RMATION		
ADD/DROP	COURSE #	COURSE	NAME	CLOCK HOURS	
☐ ADD ☐ DROP ☐ WITHDRAW					
☐ ADD ☐ DROP ☐ WITHDRAW					

I recognize that my adding/dropping/withdrawing from the about	ove course(s) may affect my program prog	ress
STUDENT SIGNATURE	DATE	
CHAIR SIGNATURE	DATE	
For course withdrawals after week 4 or after week 8, the follow addition to the course instructor.	ring officers have given their approval in	
INSTRUCTOR SIGNATURE	DATE	
ASSOCIATE VP of ACADEMIC AFFAIRS SIGNATURE	DATE	

\*Please submit this form to the Registrar in room 114A