



# DROP / ADD FORM

Revised 9/11/18 JD

**Office of the Registrar**  
 1570 Baltimore Pike  
 Lincoln University, PA 19352  
 484-365-8087:Phone 484-365-8116:Fax

<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>	<b>Student ID#</b>

**DROP**

COURSE & SECTION e.g., ART-201-01	TERM e.g., Fall 18	COURSE TITLE

\*Instructors approval is NOT REQUIRED to Drop a course, but the instructor should be informed. Dropping a course removes the course from your transcript and may be done UP TO AND INCLUDING the last date to Drop/Add. Withdrawing from a course results in a grade of "W" and may be done UP TO AND INCLUDING the Last Day to Withdraw.

**ADD**

COURSE & SECTION e.g., ART-201-01	TERM e.g., Fall 18	PERMISSIONS	
		INSTRUCTOR CONSENT	COURSE CLOSED

\*INSTRUCTOR APPROVAL IS REQUIRED if you are adding the course AFTER the class has already met for four (4) hours or more. The student should personally inform the instructor in all cases of adding and dropping courses.

**By typing your name in the signature box, you are agreeing that this electronic signature is the legal equivalent of your handwritten signature on this form.**

<b>Student Signature</b>	<b>Date</b>

**FOR USE BY OFFICE OF THE REGISTRAR**

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_