Pennsylvania College of Technology

PENNSTATE

Drop/Add Form

Effective semester

Spring Summer Fall

Degree Non-degree

Major

Student ID number

Phone number

Area code — Number

Student name

Last name First name MI

	Course code	Course number	Section	Cr.	**Adviser**	Date	**Instructor**	Date
DROP								

Notice: Developmental courses and FYE 101 cannot be dropped. For financial implications, see Refund Policy 5.23 on myPCT Portal.

Required approvals: ***1st three weeks of a semester:*** adviser and student (*No grade will be indicated on transcript.*)

Week 4-13: adviser, instructor, and student (*If approved, withdraw grade of W will be indicated on transcript.*)

After week 13: Drops are not permitted except in cases of extenuating circumstances; request can be made through the Director of Academic Services.

** Class drop deadlines for short-term courses will have prorated dates. Contact Registrar's Office for more information. **

Staff comments _____

	Course code	Course number	Section	Cr.	**Adviser**	Date	**Instructor**	Date
ADD								

Notice: If this change results in additional charges, the student is responsible for those charges and is not officially registered until payment is received.

Required approvals: ***1st week of the semester:*** adviser and student

2nd week of the semester: adviser, instructor, and student

After week 2: adviser, instructor, student, and signature below*

* Signature_____ Date _____

Academic School Dean or Designee

Academic School Dean or Designee Use Only

Check appropriate box: ☐ Class overload ☐ Credit overload ☐ Time conflict approval ☐ Auditing course

Signature_____ Date _____

Staff comments _____

Student signature needed for all Drop/Add processing.

Student signature _____ Date _____

(*I understand the academic and financial ramifications of this change.*)

Processor signature _____ Date _____

PC-373 3/15