Office of the Registrar
Bloomsburg University of Pennsylvania

Graduate
Drop/Add Form
(Schedule Change Form)

Drop/Add – A course is either removed from or added to a student's schedule. This can be done after a student schedules and before the end of the schedule change (drop-add period) at the beginning of the term. For the fall and spring semesters, drop-add ends at the end of the first week of classes. For the summer sessions, drop-add ends at the third day of the session (not the third day of class for the particular course); the drop-add period ends at the close of business on the first Wednesday, except for Sessions 1, 4 and 8 when drop-add ends at the close of business on the first Thursday since the first Monday is Memorial Day. Refund of fees must be made, IN WRITING, to the Business Office.

Effective date for schedule change is the date this form is received with advisor's signature in the Office of the Registrar, 150 Student Service Center, Bloomsburg University, 400 East Second Street, Bloomsburg, PA 17815.

Please Print

STUDENT
NAME: _____ **STUDENT ID #** |___|___|___|___|___|___|___|

Circle Semester: **Spring 20_____** **Summer 20_____** **Fall 20_____**

Course #	Course Title	Meeting Times
ADD |__|__|-|__|__|__|-|__|__|		
ADD |__|__|-|__|__|__|-|__|__|		
ADD |__|__|-|__|__|__|-|__|__|		
ADD |__|__|-|__|__|__|-|__|__|		
DROP |__|__|-|__|__|__|-|__|__|		
DROP |__|__|-|__|__|__|-|__|__|		
DROP |__|__|-|__|__|__|-|__|__|		

STUDENT'S SIGNATURE:_____ **DATE:** _____

Approved by: _____ **DATE:**_____
Advisor's Signature (Required)

NOTE: Withdrawal - This may occur after the schedule change period ends and until a pre-determined deadline during the term. The course remains on the student's schedule and permanent record, but a grade of W is attached. Students are responsible for fee payments. Graduate course withdrawal requires signature of student, instructor and Program Coordinator. A graduate course withdraw form is available in the Office of the Registrar, School of Graduate Studies, departmental offices, and on the web at http://www.bloomu.edu/gradschool/.