



WILLIAM JESSUP UNIVERSITY

PETITION TO ADD OR DROP A COURSE (Traditional Program)

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ DATE \_\_\_\_\_

Student ID # \_\_\_\_\_ CELL PHONE \_\_\_\_\_ TERM \_\_\_\_\_ YEAR \_\_\_\_\_

STUDENT ATHLETE? \_\_\_\_yes \_\_\_\_no VETERANS AFFAIRS BENEFITS? \_\_\_\_yes \_\_\_\_no

ADD: A student may add classes in their schedule during the first week of instruction without academic penalty. The student is responsible to initiate the add process. Once school starts for the term, any change in schedule will result in an Add/Drop fee.

Table with 5 columns: Course#, Name of Course, Units, Professor's Signature, Date Last Attended. Includes three rows of blank lines and 'N/A' entries.

DROP: A student may drop classes in their schedule during the first week of instruction without academic penalty. A student may withdraw from a course after the late registration period, receiving a W grade, until the tenth week of the semester.
• To withdraw from all classes a "Request for Leave of Absence or Official Withdrawal" form must also be submitted.
• For weekend or one-day courses a student must withdraw before the first day of class. Non-attendance of weekend classes will result in an F.
• Once school starts for the term, any change in schedule will result in an Add/Drop fee

Table with 5 columns: Course#, Name of Course, Units, Professor's Signature, Date Last Attended. Includes five rows of blank lines.

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ADVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

If completed to this point, petition may be mailed to WJU or submitted to the Registrar's Office. WJU is not responsible for cards lost in the mail. Effective date for add/drop is the date this petition is received by the WJU Registrar or the postmark date if mailed. Faxes are acceptable; effective date will be date the fax is received. Please fax to 916-577-2240, Attention: Registrar. A change of course fee will be charged to your account. See the WJU catalog for the refund policy (page 40).

FOR OFFICE USE ONLY:

Administrative fee waiver (no change of course fee) From \_\_\_\_\_ to \_\_\_\_\_ units

Comments: \_\_\_\_\_

Registrar: \_\_\_\_\_ Financial Aid Administrator: \_\_\_\_\_ Student Accounts Officer: \_\_\_\_\_