



P. O. Box 246
Blountville, TN 37617
423.323.0253/800.836.7822
423.323.0215 (fax)

Request to Drop/Add Courses

INSTRUCTIONS

- 1. Student must complete form. Failure to follow this procedure may result in a grade of "F" being assigned for each course for which the student is registered. Failure to attend class does not constitute a drop.
2. Submit the completed form to the office of Admissions and Records.

IMPORTANT: The date this form is received in the office of Admissions and Records will be the effective date for calculating any refunds. The refund dates and drop/add/withdrawal dates are published in the catalog.

Semester Year Student ID () Area Code Telephone Number

Last Name First Name Middle Name

DROP

CRN/Course CRN/Course CRN/Course
1. 2. 3.
4. 5. 6.

ADD

*Signature of the appropriate Division Dean is required only for requests to add classes after the deadline, overload a class, or waive a course prerequisite.

Table with 6 columns: CRN/Course, Audit, *Signature of Division Dean, Late Add, Overload, Waiver of Prerequisite. Rows 1-5.

I authorize the action requested above:

Student's Signature Date

----- For Administrative Use Only -----

Processed by Date