

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

<u>CRN/Course</u>	<u>CRN/Course</u>	<u>CRN/Course</u>
1. _____	2. _____	3. _____
4. _____	5. _____	6. _____

ADD **Use this box to add courses**

**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.*

<u>CRN/Course</u>	<u>Audit</u>	<u>*Signature of Division Dean</u>	<u>Late Add</u>	<u>Overload</u>	<u>Waiver of Prerequisite</u>
1. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I authorize the action requested above:

Student's Signature _____ **Date** _____

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

Processed by _____ Date _____