



ADD/DROP/CHANGE FORM

Academic Semester and Year

Fall Spring Summer 20__

Last Name: First Name: M.I. Last 4 Social Security Number

Instructions:

This form **MUST** be used to add or drop courses, indicate change in class or audit status, or change credits in a course. The course name must be filled in to the proper section and include the instructor's signature.

The Course Schedule may be viewed on our website at www.cornerstonecollegeva.org

Add: You may add courses for the first two weeks of class only unless authorized by the Professor and the Academic Dean. The professor of the Course must sign the add section.

Drop: Courses dropped and unattended by the student during the first two weeks of classes will not be recorded as a part of your permanent record. Drops after the second week will receive a "W" grade indicating course withdrawal and you will be charged according to the College Refund Policy. Please refer to the CCV catalog regarding refunds or ask the registrar for a copy of the Tuition and Fees document.

Audit: Status cannot be changed after the second week of classes unless authorized by the Academic Dean. To change from Grade to Audit use "GR to AU"; to change from Audit to Grade use "AU to GR".

Credit Change: Credit changes can only be authorized by the Academic Dean. The student must meet with the Dean and explain the extenuating circumstances for the reduction or increase in credits. Professors are not authorized to change the credit status of a course but may make recommendations to the Dean based on extenuating circumstances of the student.

Action	Course Name	Professor Signature (Required)	Effective Date
ADD			
ADD			
ADD			

Action	Course Name	Professor Signature (Required)	Effective Date
DROP			
DROP			
DROP			

Action	Course Name	Professor Signature (Required)	Effective Date
CREDIT CHANGE			

Action	Course Name	Professor Signature (Required)	Effective Date
GR to AU			
AU to GR			

Students wishing to completely withdraw or take a leave of absence for extenuating circumstances from the college must do so using a "Withdrawal/Leave of Absence Form" rather than the Add/Drop/Change form. Students must first submit this to the Academic Dean for Approval and then carry it to the registrar for review and changes to the students record. Students must make sure they have signed below.

Student Signature

Date completed

Academic Dean Approval

Date Approved

Registrar Receipt and Changes

Date Changes Made