

**Office of the Registrar**  
 PO Box 179, Lincoln University, PA 19352  
 (484) 365-8087 (484) 365-8116 Fax  
 Lincoln Hall, 2<sup>nd</sup> Floor



**DROP / ADD  
FORM**

Revised Edition 02/16/11

<b>Last Name</b>	<b>First Name</b>	<b>Initial</b>	<b>Student Id#</b>

**DROP**

COURSE & SECTION e.g., ART-201-01	TERM e.g., Fall 08	COURSE TITLE

\*Instructors approval is NOT REQUIRED to Drop a course, but the instructor should be informed. Dropping a course removes the course from your transcript and may be done UP TO AND INCLUDING the last date to Drop/Add. Withdrawing from a course results in a grade of "W" and may be done UP TO AND INCLUDING the Last Day to Withdraw.

**ADD**

COURSE & SECTION e.g., ART-201-01		TERM e.g., Fall 08	PERMISSIONS		
			INSTRUCTOR CONSENT	PRE-REQ./CO-REQ. OVER RIDE	COURSE CLOSED

\*INSTRUCTOR APPROVAL IS REQUIRED if you are adding the course AFTER the class has already met for four (4) hours or more.

**The student should personally inform the instructor in all cases of adding and dropping courses.**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**FOR USE BY OFFICE OF THE REGISTRAR**

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_