Cleveland University
KANSAS CITY

Chiropractic and Health Sciences

Instructions:

- Complete Form, obtain required signatures, & return to the office of the Registrar

Student Name:_____ Term:_____

Current Program:_____ Today's Date:_____

ADD Courses*:*

COURSE NAME/NUMBER/SECTION	HOURS	COMMENTS

AUDIT COURSES*:*

COURSE NAME/NUMBER/SECTION	HOURS	COMMENTS

WITHDRAW COURSES*:*

COURSE NAME/NUMBER/SECTION	HOURS	INSTRUCTOR SIGNATURE	Financial Aid SIGNATURE

When adding course(s), students are responsible for all course requirements established from the first day of the term. For 15 week courses the withdraw date is through the end of the 12th week of the trimester. For 8 week courses the withdraw date is the end of the 6th week.

Students may withdraw from a course once. After a student has withdrawn from a course, he/she must complete the course the next time he/she enrolls for it, and must receive a grade. There may be an exception when a student withdraws completely from the University. Refer to the University's Catalog or Student Handbook for more information on this policy.

I understand that adding or withdrawing from courses may compromise my future financial aid eligibility, my anticipated graduation date, and/or my eligibility to complete the degree program within the maximum period of time allowed. In signing this form I state that I have read, understand, and agree to comply with University's academic policies concerning course adds and withdrawals, and that I take full responsibility for any consequences affecting my academic progression which may result from this action.

I further understand that, if adding or withdrawing from courses results in an increase of total hours for which I am registered, I am responsible for paying the balance of tuition due at the Cashier's Office by the deadline indicated in the academic calendar, or I will be withdrawn.

_____ _____

Student Signature Registrar Signature Date

_____ _____

Registrar/ Academic Advisor / Dean of Students Effective Date of Course/Schedule Change

❒ This is a **student-initiated** course change. ❒ This is an **administrative** schedule change.