



Year: _____

Semester:

- Spring
- Fall
- Summer

DROP/ADD/WITHDRAWAL NOTICE

(You may ADD only during Schedule Adjustment Period)

Check any that apply:

- Tuition Credit
- 100%
- 75%
- Withdrawal

Students Name:					Today's Date:	College ID #			
Last		First	MI						
	Course Prefix	Course Number	Course Section	Credit Hours					
ADD									
DROP					Last Date Attended	Instructor's Signature	Date Overcut	Grade	
Student Signature:						Date Processed & By:			
CCP(dual-enrolled) Guidance Counselor Signature			Financial Aid reviewed			Reason For Dropping:			
Credit Hours Before Change:			Credit Hours After Change			Tutor Hours completed			

Drop/Add/Withdrawal policy & procedures are listed on the back of this form.

To appeal a grade or refund visit the Registrar Office or email registrar@carteret.edu to begin the process.

Drop/Add/Withdrawal Policy

Policy: Courses officially dropped by the student before the 10 percent date of the semester will not appear on the student's transcript and no grade will be assigned.

Student initiated course or program withdrawals after the 10 percent date of the semester, but prior to the 61 percent point of the semester will be issued a course grade of "WD" (Official Withdrawal). The "WD" grade is non-punitive and does not affect the student's grade point average.

Instructor initiated course or program withdrawals after the 10 percent date of the semester due to a violation of the attendance policy will earn a course grade of "UW," (Unofficial Withdrawal). The "UW" grade is punitive and is factored into the grade point average as a grade of "F."

A student officially withdrawing from a course or program after the Last Day to Withdraw Without Academic Penalty will be issued the course grade earned reduced by the work missed in the remainder of the class, which in most cases will be an "F."

Procedures: Official drop/add/withdrawal procedures are as follows:

1. Secure a Drop/Add/Withdrawal Form. Forms are available from advisors, MAPS, the Registrar Office, or www.carteret.edu under student forms section of the "Office of the Registrar" or "Admissions" websites.
2. Complete the form including personal information, identifying course information, reason for dropping the course, and student signature are required.
3. Military/Veteran Students required to submit notification to Financial Aid.
4. For seated courses, have the instructor provide the last date of attendance AND signature.
5. Return the form to The Registrar Office for processing.
6. The Registrar will notify students and individual instructors of course withdrawal via student email address.
7. Refund information is available with the Business Office.