LESLEY UNIVERSITY

# ADD/DROP FORM

**Office of the University Registrar**
29 Everett Street | Cambridge, MA | 02138-2790
Phone: 617.349.8740 | Toll Free: 800.999.1959 x 8740
Fax: 617.349.8717 | web: www.lesley.edu/registrar

**Office of Financial Aid** | 617.349.8581
**Student Accounts Office** | 617.349.8760

**Use this form to add or drop courses or change credits in a variable-credit class.**

**Add:** Courses must be added before the second class meeting; students in intensive courses must add prior to the start of the course. For students in online courses, the final add date is seven days into the term; see academic calendar.

**Drop:** Courses dropped during the published drop period will not be recorded on your permanent record. After the drop period has passed, you will receive a "W" grade indicating course withdrawal and you will be charged for the course. See refund policy.

**Withdrawal:** Students may not withdraw from standard, on-campus classes during the last five class meetings. Off-campus and online students may not withdraw from a course during the last three weeks of the term. See refund policy.

**Credit change:** Only for variable-credit courses identified in the course schedule. Enter the new number of credit hours for the course. Obtain the authorized signature of the instructor.

Refund policies
[www.lesley.edu/studentaccounts]:

Online, off-campus, PhD, and MFA students:
www.lesley.edu/studentaccounts

On-campus intensive and weekend-intensive courses (six or fewer class meetings):
100% refund if course(s) dropped prior to the start of the course(s).

0% refund if course(s) dropped once course(s) begin.

On-campus students:
The following schedule is used to determine the portion of tuition that will be refunded, depending upon the date that a student withdraws from a course or from the University. University policy does not allow retroactive withdrawals or refunds.

The schedule below, for on-campus classes, is determined by the official date of the formal withdrawal.

| | |
|---|---|
| Prior to start of classes | 100% |
| During 1st week of classes | 100% |
| During 2nd week of classes | 100% |
| During 3rd week of classes * | 50% |
| During 4th week of classes * | 25% |
| After the end of 4th week of classes * | 0% |

**Academic year:** _____

**Name (print):** _____ **SS# or Lesley student ID#:** _____

**Phone (home):** _____ **Phone (cell):** _____ **Email:** _____

**Term**

| *On-campus* | *Online/blended* | | | *Off-campus* | | |
|---|---|---|---|---|---|---|
| ☐ Fall | Fall: | ☐ Term 1 | ☐ Term 2 | Fall: | ☐ Mini 1 | ☐ Mini 2 |
| ☐ January/Spring | Spring: | ☐ Term 1 | ☐ Term 2 | Spring: | ☐ Mini 1 | ☐ Mini 2 |
| ☐ Summer | Summer: | ☐ Term 1 | ☐ Term 2 | Summer: | ☐ Mini 1 | ☐ Mini 2 |

**Check appropriate box for school/college of registration**

- ☐ Center for the Adult Learner
- ☐ Art Institute of Boston
- ☐ Graduate School of Arts and Social Sciences
- ☐ Lesley College
- ☐ School of Education

| ACTION | Course Prefix & Number | Section | Credit Hours/ Audit | Credit Change (from - to) | Instructor's Signature (req'd for credit change) | Effective Date (date of last class attended) |
|---|---|---|---|---|---|---|
| ***Example:*** | *GPSYC 6029* | *01* | *3* | | | |
| **ADD** | | | | | | |
| **ADD** | | | | | | |
| **ADD** | | | | | | |
| | | | | | | |
| **DROP** | | | | | | |
| **DROP** | | | | | | |
| **DROP** | | | | | | |

**Please read refund policy notes, at left.**

**Note:** Students who receive Financial Aid and who withdraw or reduce their credit load during the refund period will be subject to an adjustment/reduction in their Financial Aid Award.

AIB students are not required to obtain permission to add/drop courses during the published add/drop dates.

**Print advisor name** _____ **Date** _____

**Advisor signature (*if required*)** _____ **Date** _____

**Student signature (*required*)** _____ **Date** _____

Registrar's use only:

Initials _____

Date _____