

# ADD/DROP FORM

#### Office of the University Registrar

Walk-in:

University Hall, 3rd floor 1815 Massachusetts Ave Cambridge, MA

Mail-in: 29 Everett Street Cambridge, MA 02120 2700

registrar@lesley.edu Phone: 617.349.8740 Fax: 617.349.8717

### 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 are not 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/student-accounts]:

#### On-campus semester-based courses:

The schedule below is used to determine the portion of tuition that will be refunded, depending upon the date that the student officially notifies the Office of the University Registrar of their withdrawal/drop. University policy does not allow retroactive withdrawals or refunds.

This schedule is determined by the official date of the formal withdrawal.

DROP

DROP

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%

## 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.

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

Academic year:							
Name (prin	nt):				SS# or Lesley student ID#:		
	First	Las	st	Mid	Email:		
On-Campus Semester    Fall   January/Spring   Summer		F <sub>i</sub>	Online and Off-Campus Terms  Fall:		☐ College of Art and Des ☐ College of Liberal Arts ☐ Center for the Adult L ☐ Graduate School of Art	Check appropriate box for school/college of registration  ☐ College of Art and Design (LUCAD)  ☐ College of Liberal Arts and Sciences (CLAS)  ☐ Center for the Adult Learner (LCAL)  ☐ Graduate School of Arts and Social Sciences (GSASS)  ☐ Graduate School of Education (GSOE)  ☐ Continuing Education (CE)	
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:	CPSYC 6029	01	3				
ADD							
ADD							
ADD							
DROP							

- Non-attendance does not constitute official withdrawal from the university or from a course(s).
- 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.
- ◆ LUCAD students are not required to obtain permission to add/drop courses during the published add/drop dates. Registrar's office use only: Student signature (required) \_\_\_\_\_\_ Date \_\_\_\_\_ Advisor signature (if required) \_\_\_\_\_\_ Date \_\_\_\_\_ Date processed \_\_\_\_\_ Print advisor name \_\_\_\_\_ Date \_\_\_\_\_ Initials