

ENDICOTT COLLEGE

Undergraduate School

Exception Processing for Add/Drop/Withdrawal – Administrative Use Only

When to use this form: Any add or drop after the Add/Drop Period ends, any course withdrawal after the Course Withdrawal Period ends, or an add that brings the student's credit load above 18.0*. Over 18.0 credits will also affect tuition charges. (*note: students must have a 2.0 CGPA to take 18.0 credits)

SEMESTER/YEAR: _____

NAME: _____ CARS ID#: _____

CLASS YEAR: ___FR ___SO ___JR ___SR MAJOR: _____ ADVISOR: _____

PROCEDURE:

1. All signatures are needed for all cases where this form is used.
2. Attention all students with an **F1 Visa** – Signature of Dean of School of International Educ is required.
3. Bring the completed form to the **Registrar's Office** for processing.

RATIONALE FOR LATE ACTION or OVERLOAD IS REQUIRED – use back from more space: _____

COURSE TO ADD:

Course #/Section/Title	Faculty Signature	Date
------------------------	-------------------	------

COURSE TO DROP OR WITHDRAW:

Course #/Section/Title	Faculty Signature	Grade (W or WX) Required for withdrawal	Date
------------------------	-------------------	--	------

SIGNATURES:

Student's Printed Name	Student's Signature	Date
------------------------	---------------------	------

Advisor's Printed Name	Advisor's Signature	Date
------------------------	---------------------	------

School Dean's Signature	Date
-------------------------	------

Dean of the School of International Education -- Required for F1 visa students	Date
---	------

Vice President/Dean, Undergraduate College	Date
--	------

Executive Vice President of Finance – Required for over 17.0 credits tuition surcharge waiver	Date
--	------