ENDICOTT COLLEGE
Undergraduate Day 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: _____ STUDENT 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** must maintain full time status. (12 Credits) *
3. Bring the completed form to the **Registrar's Office** in College Hall for processing.

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

_____

COURSE: ☐ ADD ☐ DROP ☐ WITHDRAW GRADE W ☐ WITHDRAW GRADE WX

_____
Course #/Section/Title   Faculty Signature   Date

COURSE: ☐ ADD ☐ DROP ☐ WITHDRAW GRADE W ☐ WITHDRAW GRADE WX

_____
Course #/Section/Title   Faculty Signature   Date

SIGNATURES:

_____
 Student's Printed Name   Student's Signature   Date

_____
Advisor's Printed Name   Advisor's Signature   Date

_____
Dean of the Student's major or of the course being added/dropped   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 18.0 credits tuition surcharge waiver**   Date

Revised – 06.18.2015