Add/Drop Form

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Email: Registrars_Office@rush.edu

Student ID #:

00 ___ ___ ___ ___ ___

LAST Name _____

FIRST Name _____

Check Term:

☐ Fall ☐ Winter
☐ Spring ☐ Summer
Year_____

ADD the following course(s) to my current registration:

Course #	Sec #	Course Title	Hours	Circle Grade Option		
				LT	P/N	AU
				LT	P/N	AU
				LT	P/N	AU

Courses cannot be added after the first Friday of the term without College approval.
Grading Options: LT = Letter Grade; P/N = Pass/No Pass; AU = Audit

College Approval for Late Adds: _____
Printed Name **Signature** **Date**

DROP the following course(s) from my current registration:

Course #	Sec #	Course Title	Hours	Circle Grade Option		
				LT	P/N	AU
				LT	P/N	AU
				LT	P/N	AU

My signature indicates that I have spoken with the course instructor(s) and my advisor about my decision to add and/or drop my course(s).

Student's Signature: _____ Date: _____

Policy Regarding Dropping Individual Courses			
When	**How**	**Refund Percentage**	**Grading**
Before beginning of term	Drop courses using RUConnected	100% refund	No grade transcripted
1st week of term	Drop courses using RUConnected	100% refund	No grade transcripted
2nd week of term	Drop courses using RUConnected	80% refund	W grade
3rd week of term	Drop courses using RUConnected	60% refund	W grade
4th week of term	Drop courses using RUConnected	40% refund	W grade
5th week of term	Drop courses using RUConnected	20% refund	W grade
Week 6 through 2nd-to-last Friday of term	Drop courses using RUConnected	No refund	WP, WF, or WN grade to be assigned
After 2nd-to-last Friday of term	Drop not allowed	No refund	Earned grade to be assigned

1. In weeks one through five, the drop must be fully completed by Friday at 11:59 p.m. CT to be considered eligible for the published tuition refund.

2. If dropping **all** courses, submit the leave of absence/withdrawal form instead of this form.

3. Students receiving financial aid should be aware of the impact that dropping a course could have on aid. Aid may be adjusted when students drop hours. Most forms of financial assistance require at least half-time enrollment (6 credits for undergraduate students/4.5 credits for graduate students.)

Forms can be returned via scan/email, fax, or in-person.