

ADD/DROP REQUEST FORM

This form must be filled out with Adobe Acrobat and printed for signatures. You must attach your current schedule with this form. Handwritten forms will NOT be accepted. Any questions may be directed to the Office of Records or records@qatar.tamu.edu

Last Name: _____ First Name: _____ Middle: _____

Major: _____ Classification: _____ Term: _____ Year: _____ UIN: _____

ADD (use after 5th class day)

Department	Course #	Section #	CRN	Hours	Grade Type (NR,W, or NG)

If add approved please DROP the following course:

DROP

Department	Course #	Section #	CRN	Hours	Grade Type (NR,W, or NG)

Hours **BEFORE** change: _____ Hours **AFTER** change: _____

Reasons for request: _____

A	Course Instructor:	Date:	A
P	Program Chair:	Date:	P
P			P
R	Academic Advisor:	Date:	R
O			O
V	Assistant Dean for Academic and Student Affairs:	Date:	V
E			E
D	Records Director:	Date:	D

Information for Completing FORCE Requests

1. Complete all information and the semester year for which the change is requested.
2. Adds must be approved by the Program Chair in which the course is taught.
3. Students will not receive refunds for courses dropped after the official census date for the term (12th day class for a fall or spring semester, 4th day class for a 5 week summer term or 8 week summer semester).
4. Changes made after the drop/add period (5th class day) must be approved by the Assistant Dean for Academic and Student Affairs.
5. Requests for a No-Record drop after the official census date for the term must be accompanied by a memorandum explaining the circumstances that justify the action and must be approved by the Registrar before processing.
6. Request for dropping a course after the Q-drop period has ended should specify the grade of W in the "Grade" column for a semester in progress. Drop requests for previous, graded terms should specify the grade NG in the "GRADE" column.
7. To change the number of enrolled hours in a variable credit course (Ex: 435,685,691). You must drop all currently enrolled hours for the variable credit course with the designation of "NR", then add the correct number of hours.
8. Contact the Office of Records at 4423-0078 if you have questions about the correct way to address unusual circumstances related to forcing into courses.