

MISSOURI VALLEY COLLEGE – REGISTRAR’S OFFICE

**DROP / ADD / WITHDRAW**

NAME: \_\_\_\_\_ STUDENT NUMBER: \_\_\_\_\_

SEMESTER/YEAR: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF ACADEMIC ADVISOR FOR APPROVAL: \_\_\_\_\_

**DROP/ADD**

A student may drop or add a class within the first week of classes during the regular semester and by the date published during the summer and inter-session terms. **Drop/Add requires the signature of the advisor but not the class instructor.** For full time students who drop below twelve (12) hours, and half-time student who drop below six (6) hours, financial aid will be affected.

Check one	Course #	Course Title	Credit Hours	Instructor
<input type="checkbox"/> DROP <input type="checkbox"/> ADD				
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**WITHDRAWAL**

The last day to withdrawal from a course will be a date set annually on the academic calendar. For full semesters a grade of “W” is given through the sixth (6<sup>th</sup>) week of the semester. After six weeks, the grade will be recorded as “WP” if the student has a grade of “D” or better at the time of withdrawal, or “WF” if the student is making a grade below “D.” Grades of “WF” are computed as “F” in the computation of all grade point averages. Beginning the 12<sup>th</sup> week of classes withdrawals are not permitted, other than by administrative approval. **Withdrawal requires the signature of the Faculty Advisor and course instructor.**

Course #	Course Title	Credit Hours	Instructor Signature (required)