



ADD / DROP FORM

ACADEMIC SEMESTER AND YEAR
(CIRCLE ONE) (FILL IN)
 FALL SPRING 20 _____

OFFICE OF THE
 UNIVERSITY REGISTRAR
 COLLEGE _____

LAST NAME _____ FIRST NAME _____ MIDDLE INITIAL _____ B.U.I.D./SOCIAL SECURITY NUMBER _____

INSTRUCTIONS AND NOTES:

This form may be used to add or drop courses, change a class section, indicate audit status, or change credits in a variable credit class. The college of the course, course number, and section are required and all must be filled in completely. The Class Schedule may be viewed online using the Registrar's Office homepage, www.bu.edu/reg and/or on the Student Link, www.bu.edu/studentlink.

FOR STANDARD COURSES*

- Add:** You may add courses the first two weeks of class only for most standard courses.
- Drop:** Courses dropped during the first five weeks of class are not recorded as part of your permanent record. Drops after the fifth week of class receive a "W" grade indicating course withdrawal and you will be charged for the course. All components (lecture, lab, discussion, etc.) should be included when dropping classes. Refer to your school/college policy regarding signatures required for drops.
- Audit:** Status cannot be changed after the fifth week of class. To change from graded to audit, use "GR to AU"; to change course from audit to graded, use "AU to GR".
- Credit Change:** (Only for variable credit courses identified as "VAR") enter the new number of credit hours for the course.

*Non-standard course information can be viewed using the Registrar's Office homepage www.bu.edu/reg.

FOR INSTRUCTOR'S USE ONLY															
ACTION	COLLEGE OF CRSE			COURSE NUMBER					SECTION	CREDIT HOURS	INSTRUCTOR'S SIGNATURE	EFFECTIVE DATE OF FIRST CLASS ATTENDED			
	C	A	S	A	H	2	9	5				A	1		
EXAMPLE										4.0					
ADD										.					
ADD										.					
ADD										.					
ADD										.					

ACTION	COLLEGE OF COURSE			COURSE NUMBER					SECTION	CREDIT HOURS	INSTRUCTOR'S SIGNATURE	EFFECTIVE DATE OF LAST CLASS ATTENDED			
	C	A	S	A	H	2	9	5							
DROP										.					
DROP										.					
DROP										.					
DROP										.					

ACTION	COLLEGE OF CRSE			COURSE NUMBER					FROM SECT.	TO SECT.	CREDIT HOURS	INSTRUCTOR'S SIGNATURE	EFFECTIVE DATE OF ACTION			
	C	A	S	A	H	2	9	5								
SECTION CHG											.					
SECTION CHG											.					

ACTION	COLLEGE OF CRSE			COURSE NUMBER					SECTION	CREDIT HOURS	INSTRUCTOR'S SIGNATURE	EFFECTIVE DATE OF ACTION			
	C	A	S	A	H	2	9	5							
GR TO AU										.					
AU TO GR										.					
CREDIT CHG										.					

STUDENTS WISHING TO WITHDRAW/TAKE A LEAVE OF ABSENCE FROM THE UNIVERSITY MUST DO SO USING A "WITHDRAWAL/LEAVE OF ABSENCE FORM" RATHER THAN AN "ADD/DROP FORM." GRADUATE STUDENTS MUST SUBMIT THIS FORM TO THEIR ACADEMIC DEAN'S OFFICE. UNDERGRADUATE STUDENTS MUST SUBMIT THIS FORM TO THE UNIVERSITY SERVICE CENTER. MET NON-DEGREE AND MET PART-TIME STUDENTS MUST SUBMIT THIS FORM TO THE METROPOLITAN COLLEGE OR DIRECTLY TO THE OFFICE OF THE UNIVERSITY REGISTRAR. ALL OTHER NON-DEGREE STUDENTS MUST SUBMIT THIS FORM TO THEIR ACADEMIC DEAN'S OFFICE.

I AM AWARE THAT THE ABOVE ACTIONS MAY AFFECT MY ACADEMIC RECORD, MY FINANCIAL CHARGES AND MY FINANCIAL AID. I HAVE CONSULTED MY ADVISOR.

STUDENT SIGNATURE _____ DATE _____ ADVISOR SIGNATURE _____ DATE _____
IF REQUIRED BY YOUR SCHOOL