



ADD / DROP FORM

Boston University
Office of the University Registrar
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ACADEMIC SEMESTER AND YEAR

(CIRCLE ONE) (FILL IN)
FALL SPRING 20__

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: Undergraduate courses can be changed to audit status up until the last day to add courses. Graduate courses can be changed to audit status up until the last day to drop courses without a "W" grade. 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				
EXAMPLE												
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. 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 _____
IF REQUIRED BY YOUR SCHOOL

DATE _____