



SUMMER ADD / DROP FORM

Boston University
Summer Term
200 Riverway, Suite 114
Boston, MA 02215
Phone: 617-353-5124
Fax: 617-353-5532
Email: summer@bu.edu

ACADEMIC SEMESTER AND YEAR
(CHECK ONE) (FILL IN)
SUMMER I SUMMER II 12 WEEK 20

LAST NAME	FIRST NAME	MIDDLE INITIAL	B.U.I.D. NUMBER

INSTRUCTIONS AND NOTES:

This form may be used to add or drop courses for Summer Term only. 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 MyBU Student Portal at bu.edu/mybu or on the Summer Term website at bu.edu/summer/courses.

FOR STANDARD COURSES*

Add: You may add courses during the first five days of the term. Obtain instructor's signature if course is full or requires permission. **Drop:** Courses dropped during the first five days of the term are not recorded as part of your permanent record. Courses dropped after five days receive a "W" grade indicating course withdrawal and you will be charged for the course. Students can withdraw from courses with a "W" grade until the deadline noted in the calendar. All components (lecture, lab, discussion, etc.) should be included when dropping courses. You can drop all courses using this form.

*Nonstandard course information can be found next to the course on the MyBU Student Portal, bu.edu/mybu.

FOR INSTRUCTOR'S USE ONLY														
ACTION	COLLEGE OF COURSE			COURSE NUMBER					SEC-TION	CREDIT HOURS	AUDIT	INSTRUCTOR'S SIGNATURE		
EXAMPLE	C	A	S	A	H	2	9	5	A	1	4.0			
ADD											.			
ADD											.			
ADD											.			
ADD											.			

ACTION	COLLEGE OF COURSE			COURSE NUMBER					SEC-TION	CREDIT HOURS	AUDIT
DROP										.	
DROP										.	
DROP										.	
DROP										.	

☐ Check here if you are dropping all your courses and will not be re-registering for this summer session. The Registrar's Office will withdraw you from this summer session until the deadline noted in the summer calendar.

WITHDRAWAL / LEAVE OF ABSENCE:

BU Students wishing to withdraw/take a leave of absence from their degree program at Boston University must do so using a "Withdrawal/Leave of Absence Form" rather than this "Add/Drop Form." Graduate Students must submit the "Withdrawal/Leave of Absence Form" to their Academic Dean's Office. Undergraduate Students must submit the form to the University Service Center. MET Non-degree and MET Part-time Students must submit the form to Metropolitan College or directly to the Office of the University Registrar. All other Non-degree Students must submit the 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
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