Add/ Drop/Course Withdrawal Form

Office of the University Registrar

Name: ____________________________________________

Student ID: ____________________

Term: ☐ FA  ☐ SP  ☐ Maymester  ☐ SU

**Please use a different form for each term you are adjusting**

Major/Program: ____________________________________________

Email: ____________________________________________

Phone: ____________________

Term Year: ____________________

DEADLINE IN QUESTION: | Add a Course and Forms Required | Remove a Course and Forms Required
---|---|---
AFTER THE PUBLISHED ADD/DROP DEADLINE AND BEFORE THE WITHDRAWAL DEADLINE: | Submit an Add/Drop/Withdrawal Form signed by Dean along with a Retroactive Petition and written explanation for request. | Submit an Add/Drop/Withdrawal Form selecting Course Withdrawal. This will result in a “W” grade on transcript for course in question. NOTE: Any Add/Drop/Withdrawal form submitted after the deadline with DROP selected that is not signed by the dean and does not include the Retroactive Petition and written explanation will result in a “W” grade on transcript for course in question. |
AFTER THE WITHDRAWAL DEADLINE: | Submit an Add/Drop/Withdrawal Form signed by Dean along with a Retroactive Petition and written explanation for request. | Submit an Add/Drop/Withdrawal Form signed by Dean along with a Retroactive Petition and written explanation for request. |

If you were unable to register via the portal please list why:

______________________________________________________________________________________________________________________________

Faculty Advisor Signature recommended always but required if submitting this form in conjunction with a RETROACTIVE PETITION/ Date

Academic Dean (or Dean’s representative) required after add/drop deadline for the term / Date

Office of International Affairs (for International Office only)/ Date

I understand that:

By registering for classes at Chatham University, a student incurs a legal obligation to pay applicable charges for tuition & fees. My signature indicates that I accept financial responsibility for each registered course and agree to pay accordingly. If such action is required, I will be liable for all collection fees, attorney fees, and court costs. Adding or dropping courses may change my on-campus residency, billing and/or financial aid status especially if this action changes my full or part-time status. I am financially liable for any course in which a “W” is recorded and that withdrawing from this course(s) could affect my financial aid. In accordance to the Institutional Refund Policy, I will be charged a percentage of the tuition for the course(s) I withdraw from. (Further information can be found in the Chatham University Course Catalog).

I have read and agree with the above Statements of Understanding:

_______________________________________________________  __________

Student Signature (MUST BE A HANDWRITTEN SIGNATURE! Form will not be accepted with typed signature)  Date

Mail form to: Office of the University Registrar, Chatham University, Woodland Road, Pittsburgh, PA 15232  or  Fax to (412)365-1643  or scan and email to registrar@chatham.edu