

Add/Drop - Change in Registration - Form



Name _____ KC Student ID _____

Reason for requesting a change in registration: _____

*Within the first 10 business days of the term, a W is recorded, but will not show on the student transcript. After the first 10 business days of the term, a WP or WF will appear on the student transcript.

I understand and acknowledge that if I withdraw from courses after the 10th business day (100% tuition refund period), I am still responsible for the full amount of tuition charged for all courses I am registered for as of that date.

Student Signature/Date

Authorization:

Academic Advisor Signature

Financial Aid Counselor / Director of Student Finance Signature

Term: (circle one) Fall Winter Summer Year _____

_____ Number of credit hours remaining

*International Students:

Director of Admissions / Registrar Signature

ADD

Course Prefix	Course Number	Section Number	Course Title	Credit	Date	Instructor Signature

DROP

Course Prefix	Course Number	Section Number	Course Title	Credit	Date Last Attended	Instructor Signature

Authorization

It is the student's responsibility to obtain all required signatures and to submit the completed form to the Records Office for processing by the posted *deadline. The change in registration form may not be processed if form is partially completed. Please see instructions on next page.

Student Signature/Date of Submission

Records Office Personnel Signature

Date Processed _____

Instructions for Add/Drop Form

1. Student must sign the tuition policy above.
2. **Add:** Any additions to the student schedule must be made within the Late Registration period. **Drop:** Instructor approval must be secured in order to withdraw from a course once the term begins. The instructor must document the last date of attendance and the grade earned (WP or WF), depending on when this form is completed. **Please cross out or write NA on any irrelevant signature lines.**
3. The student's Academic Advisor must be sign off on all schedule changes. If no advisor has been assigned, contact the Records Office.
4. International students must secure signature of either the Director of Admissions or Director of Records to make changes to visa information.
5. Contact Financial Aid for final sign off prior to processing.

*Note: Please refer to the Financial Aid Satisfactory Progress policy in the [Academic Bulletin](#) when withdrawing from courses to ensure that you remain in satisfactory academic standing.

Reasons for Withdrawal

PARTIAL Withdrawal (Add/Drop)

Adjustments made to a schedule prior to or during the first week of the semester

- Reserved course opened up – preferred section
- Course did not meet expectations
- Reducing course load, too heavy

TOTAL Withdrawal – Please provide additional information below

Fully withdrawing from all courses at Kettering College

- Extenuating Circumstances
 - Illness (student, student's family, etc.)
 - Death in the Family
 - Legal
 - Financial Hardship (Fire, Accident, etc.)
- Financial – Not eligible for Financial Aid or aid does not cover college expenses
- Work Schedule (course schedule conflicts with work schedule)
- Failing, will not be able to bring grade up to satisfactory percentage.
- Time Management: Reduction of heavy course load due to work, family, other obligations
- Was not admitted into program of choice
- Satisfaction Level (change of program, etc.)
- Transferring to another college _____
- Personal/Other: _____

Have you discussed your plans with your academic advisor? Program chair?

Please list faculty/staff member whom you have been in contact with concerning your decision to withdraw:

Can you share where you believe the college could make improvements? What could we do better?

Office Use Only – ADMINISTRATIVE WITHDRAWAL – (Please indicate: total withdrawal, program courses only, Other)

_____ Admissions Revoked (non-disclosure of Academic History)

_____ Nonattendance (prior to semester deadline to withdraw)

_____ Student did not meet financial clearance deadline for registration.

_____ Student Dismissed (Satisfactory Academic Progress (SAP), failure to progress in program, disciplinary)

_____ Student not eligible to take course(s) at this time (reserved, on-line class, or did not meet required pre-requisite)

_____ Other _____