TEXAS A&M UNIVERSITY

Request to Drop and/or Add Courses

DEGREE CANDIDATE: Y N **STUDENT ATHLETE: Y N**

Submit completed forms to Office of the Registrar via fax 979-845-1086, in person to General Services Complex-Suite 1501; or by campus mail - Office of the Registrar MS 0100. **DO NOT EMAIL THIS FORM**. Contact the Student Services staff at records@tamu.edu if you have questions about dropping and/or adding courses. Guidelines for completing the form can be found below.

UIN/T-Number	**Last Name**	**First Name**	**Middle**	**Major**	**Classification**

TERM *(circle one)*: **Fall** **Spring** **Summer** **Full Year** **YEAR:** _____

DROP

CRN	Prefix	Number	Section	Hours	Drop Type (NR, or W)

Total Hours BEFORE Change: _____

Total Hours AFTER Change: _____

ADD

CRN	Prefix	Number	Section	Hours	Grade Mode (GR or SU)	Reason for Change or Force Approval

Approval by Academic Advisor: _____ Date: _____

Approval by the student's academic advisor may be required by the academic dean.

Approval by Academic Dean: _____ Date: _____

GUIDELINES FOR COMPLETING DROP/ADD REQUESTS

1. Complete **all information** for which the change is requested. Missing information may result processing delays and/or the form being returned.
2. Force adds should be approved by the department in which the course is taught.
3. Changes made after the drop/add period must be approved by the student's academic dean or authorized dean's representative. Academic deans or authorized dean's representative should have access to make registration corrections on or before the official census date of the specified term. **Every effort should be made to finalize registration changes on or before the official census date of the specified term.**
4. NR Drop Type- No record drops are NOT intended to be used after the official census date except in extenuating circumstances where an administrative error has been detected and is necessary to correct the student's enrollment record(s). Generally, courses in which a student has attended/participated, would not be eligible for a no record request. A "NR" drop after the official census date for the term must beaccompanied by a memorandum explaining the circumstances that justify the action and must be approved by the Registrar before processing.
5. W Drop Type - Requests for dropping a course after the Q-drop period has ended should specify the grade of W in the "Drop Type" column for a semester in progress. Do not use this form to drop all of a student's in progress courses. If withdrawing, a student should submit withdrawal request online in Howdy.
6. Requests to remove a final grade in a course and replace with a "No Grade" NG, should be submitted on the Grade Change Report form.
7. To change the number of enrolled hours in a variable credit course (i.e. 485, 685, 691), you must drop *all* currently enrolled hours for the variable credit course with the Drop Type of "NR" in the "DROP" section of form, and then add the course with the *correct* number of hours in the "ADD" section of form. **Every effort should be made to have the hours corrected on or before the official census date of the specified term.**
8. To change sections of the same course, drop the enrolled section of the course with the Drop Type "NR" in the "DROP" section of form, and then add the correct section of the course in the "ADD" section of form (including the correct grade mode to be used). **Every effort should be made to have enrollment in the correct section completed on or before the official census date of the specified term.**
9. When changing the Grade Mode for an in-progress course before grading, specify the *correct* grade mode in the "Grade Mode" column in the "ADD" section of the form. (Use the abbreviation "GR" to specify regular letter grading.) Write *"Change Grade Mode"* in the "Reason for Change or Force Approval" section. If a course has already been graded with S/U, you will also have to submit a Grade Change Report form.