



Thomas
Jefferson
University

THOMAS JEFFERSON UNIVERSITY
COLLEGE OF GRADUATE STUDIES

COURSE ADD / WITHDRAWAL FORM

STUDENT NAME _____ SS # _____

PROGRAM _____ PhD _____ MD/PhD _____
MS _____ Non-degree _____

SEMESTER: Fall _____
Spring _____
Summer _____

ACADEMIC YEAR 20____ - 20____

ADDING A COURSE:

A student is not properly registered in a course until this form is signed at the bottom by all parties and returned to the University Registrar's Office G22 Curtis. Attendance of a class does not solely constitute registration. You may add a course anytime before the starting date of that class.

ADDED COURSE DEPT. & NUMBER _____ CRN# _____

ADDED COURSE NAME _____ CREDITS _____

REASON FOR ADDITION _____

Jefferson Employee eligible for Tuition Remission? YES _____ NO _____
If yes, please complete a Tuition Remission form (available in the Benefits Office of Human Resources) and return, with proper signatures, to the Benefits Office, Martin Building, 201 S. 11th St.

WITHDRAWAL FROM A COURSE:

A student may not withdraw from a course after the beginning of the last quarter of the course. Please consult the College of Graduate Studies Catalog for the policy regarding withdrawals. Effective date of withdrawal is the date this form is received in the Registrar's Office of the College of Graduate Studies. See REFUND scale below, if pertinent.

DROPPED COURSE DEPT. & NUMBER _____ CRN# _____

DROPPED COURSE NAME _____ CREDITS _____

DATE OF FIRST MEETING OF COURSE _____

REASON FOR WITHDRAWAL _____

Jefferson Employee eligible for Tuition Remission? YES _____ NO _____

****Note: Charge for full or prorated tuition may result for students paying on a per-credit basis**

PLEASE SIGN BELOW FOR ADDING AND/OR WITHDRAWING FROM A COURSE

Withdrawal during 1st quarter of course. No record of course on student transcript _____

After end of 1st quarter, but before beginning of last quarter: In Good Standing (W) _____ Not in Good Standing (F) _____

Professor/Course Coordinator Date

Student's Faculty Advisor Date

Student's Signature Date

For Official Use Only	Refund Scale:
Date Received _____	100% refund 3 rd wk of class
Entered in Banner _____	
Student File _____	
Billing _____	0% refund (after 3 rd wk)
Class/Grade List _____	
Comments _____	