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____

[AVOIDING 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

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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) ______

For Official Use Only

<table>
<thead>
<tr>
<th>Date Received</th>
<th>100% refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entered in Banner</td>
<td>3rd wk of class</td>
</tr>
<tr>
<td>Student File</td>
<td>0% refund</td>
</tr>
<tr>
<td>Billing</td>
<td>(after 3rd wk)</td>
</tr>
<tr>
<td>Class/Grade List</td>
<td></td>
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<tr>
<td>Comments</td>
<td></td>
</tr>
</tbody>
</table>

Student's Signature Date ____________________________

Professor/Course Coordinator Date ____________________________

Student’s Faculty Advisor Date ____________________________

Student’s Signature Date ____________________________