State University of New York Maritime College  
Office of the Registrar  

DROP/ADD FORM

Name: __________________________________________________ ID#__________________  

First  Middle  Last

Class:  Freshman 04  Sophomore 03  Junior 02  Senior 01  or  Grad ___

Semester:___________  Year:___________  Major:____________________________

DROP or WITHDRAW from a course

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject/ Number/ Section</th>
<th>Course Title</th>
<th>Instructor Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Required after last day to drop &amp; not be on record</td>
<td></td>
</tr>
</tbody>
</table>

Drop (no grade recorded) available during 1st and 2nd weeks of semester for full term courses; available during 1st week of Online I and II term courses.  
Withdraw with W grade available from 3rd through 10th weeks of semester with instructor signature; available from 2nd to 4th week for Online I and II term courses.  Withdraw thereafter with WF grade and late fee.

See Academic Calendar for all official dates and deadlines.

Dropping below full time status during a semester may jeopardize financial aid eligibility, housing privileges, and NCAA eligibility.  Provost’s approval is required for drop/withdraw requests that result in student being less than full-time status.

ADD a course

<table>
<thead>
<tr>
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<th>Subject/ Number/ Section</th>
<th>Course Title</th>
<th>Date</th>
</tr>
</thead>
</table>

Add available during 1st and 2nd weeks of full term courses; available during 1st week of Online I and II courses.
Add thereafter with late fee and special permission of Department Chair and Provost.

See Academic Calendar for official dates and deadlines.

For credit overload, student must complete Credit Overload Form.
For special registration overrides (closed course, prerequisite, time conflict, and late add) student must complete Special Override Form.

________________________________________________________________________________  

Signature of Student  Date

Revised 3/12