**G R A D U A T E S C H O O L**

10225 Yellow Circle Dr.

Minnetonka, M i n n e s o t a 5 5343

P h o n e : 6 1 2 767 7091

1. m a i l : registrar @ a l f r e d a d l e r . e d u

w w w . a l f r e d a d l e r . e d u

**DROP/ADD FORM**

 *Name(Please print) E-mail*

 **DROP Online ADD Online**

Class # and Title

Class # and Title

Semester/Yr

Semester/Yr

Class # and Title

Class # and Title

Semester/Yr

Semester/Yr \_

 *Student’s Signature Date*

 **Summer Semester 7/11/22 – 9/19/22 Fall Semester 10/3/22 – 12/18/22**

 100% refund through 7/17/22 100% refund through 10/9/22

 75% refund through 7/24/22 75% refund through 10/16/22

 50% refund through 7/31/22 50% refund through 10/23/22

 25% refund through 8/7/22 25% refund through 10/30/22

 Last day to withdraw, no refund 9/6/22 Last day to withdraw, no refund 12/4/22

 **Winter Semester 1/9/23 – 3/20/23 Spring Semester 4/10/23 – 6/19/23**

 100% refund through 1/15/23 100% refund through 4/16/23

 75% refund through 1/22/23 75% refund through 4/23/23

 50% refund through 1/29/23 50% refund through 4/30/23

 25% refund through 2/2/23 25% refund through 5/7/23

 Last day to withdraw, no refund 3/7/23 Last day to withdraw, no refund 6/6/23

* You cannot add a class after registration closes.
* The drop fee of $20/credit will be assessed for all withdrawals occurring on the first day of the semester or later.
* A grade of "W" will appear on the transcript for any course dropped after the start of the semester.
* A grade of “NE” will appear on the transcript for a course dropped prior to the first class meeting.
* Because of its limited enrollment, Group Didactic (529) must be dropped ***at least 30 days prior to the first night of class.*** No refund will be issued if 529 is dropped after that time.
* Students registered for 604 Portfolio Defense must complete the portfolio by the end of the semester in which 604 is taken. Failure to complete the portfolio will result in an NC for the course. The student will be registered for 604 again in the following semester and will be charged for 1 credit. This will occur until the portfolio is completed.
* ***No refund will be issued to any student who stops attending class without submitting a written request for withdrawal to the registrar, or to any student who fails to appear in class (“no-show”), without submitting to the registrar a written request to drop the course.***
* Notifying your instructor or advisor of your desire to withdraw from a course, does not constitute a withdrawal. The request must be made by the student in writing, directly to the Registrar’s Office.

*To be completed by AGS officials*

 Amount of refund $ Drop Fees $ - Balance(A/R) $

Refund to Student $ Acct Staff Date

Refund to loan program $ Fin Aid Staff Date

Entered into SONIS - Registrar Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Removed from Moodle\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_