

## Drop/Add Form

- Fall
- Spring
- Summer
- Winter

Academic Year: \_\_\_\_\_

Information must be printed or typed in black or blue ink. (Penciled forms will not be accepted.)

**Student Name:** \_\_\_\_\_ **ECC ID:** \_\_\_\_\_

**Student Responsibility: This document must be submitted for action to be processed. Changes in enrollment may affect one or more of the following:**

- Scholarship, federal grant status, or availability of other financial aid
- Private health insurance
- Corequisite or prerequisite status for other courses
- Other enrollment-based status either contracted with East Central College or a third party.
- Program length

**Refund Deadlines in a sixteen-week semester (Classes less than 16 weeks in duration are refunded at a prorated basis)**

**100% refund period = calendar days 1-7 from the first day of the semester**  
**50% refund period = calendar days 8-14 from the first day of the semester**

**OP:**

Dept.	Course #	Section	Credits	Course Title
<b>TOTAL CREDITS</b>				

### Reason for Drop:

- I am dropping to be more successful in other courses.
- I am experiencing a change in employment.
- I am experiencing financial hardship(s).
- I am having transportation issues.
- I am changing my Academic Pathway.
- I am moving from the area.
- I am dropping due to military service.
- I am experiencing health issues.
- I am dissatisfied with the course.
- I am not doing well in the class.
- I am dropping to take care of family issues.

**Have you spoken with your faculty about dropping course?**     Yes     No

**ADD:**

Dept.	Course #	Section	Credits	Course Title	Signature of Instructor/Dean
<b>TOTAL CREDITS</b>					

\_\_\_\_\_  
 Student Signature Date

Student understands failure to submit this form in a timely manner may result in an administrative withdrawal or failing grade

\_\_\_\_\_  
 Advisor Signature Date

Advisor signature indicates only that student has been made aware of effects this petition may have on their ECC academic program.