

Drop/Add Form for Schedule Changes

Form for changing the Year IV schedule after the semester deadline: The student named below is seeking to change his/her senior schedule after the final date listed in the "GW Student Senior Timetable." This 'contract' states that students can make no subsequent changes in the current semester schedule without written approval of the Course Director(s) and/or the Dean. Please fill out all the information below:

Students Name: _____ **Today's Date:** _____

<i>Course to be Dropped</i>	
Dept/Course #: _____	Course Director: _____
Starting Week: _____ for _____ weeks	Course Dates: _____ to _____
Reason: _____ _____ _____	
<i>*I agree to this change: Yes No</i>	
Course Director: _____	Date: _____
<i>*Signature Required*</i>	

<i>Course to be Added</i>	
Dept/Course #: _____	Course Director: _____
Starting Week: _____ for _____ weeks	Course Dates: _____ to _____
Reason: _____ _____ _____	
<i>*I agree to this change: Yes No</i>	
Course Director: _____	Date: _____
<i>*Signature Required*</i>	

**Faculty should be aware that if this change is inconvenient, displaces other students, or is otherwise unacceptable, the Dean's Office will fully support your decision to not grant permission for this late change.