ADD/DROP FORM

Use this form to add or drop courses or change credits in a variable-credit class.

Add: Courses must be added before the second class meeting; students in intensive courses must add prior to the start of the course. For students in online courses, the final add date is seven days into the term, see academic calendar.

Drop: Courses dropped during the published drop period are not recorded on your permanent record. After the drop period has passed, you will receive a "W" grade indicating course withdrawal and you will be charged for the course. See refund policy.

Withdrawal: Students may not withdraw from standard, on-campus classes during the last five class meetings. Off-campus and online students may not withdraw from a course during the last three weeks of the term. See refund policy.

Credit change: Only for variable-credit courses identified in the course schedule. Enter the new number of credit hours for the course. Obtain the authorized signature of the instructor.

Refund policies: [www.lesley.edu/student-accounts):

On-campus semester-based courses:
The schedule below is used to determine the portion of tuition that will be refunded, depending upon the date that the student officially notifies the Office of the University Registrar of their withdrawal/drop. University policy does not allow retroactive withdrawals or refunds. This schedule is determined by the official date of the formal withdrawal.

<table>
<thead>
<tr>
<th>Date of Last Class</th>
<th>Percentage Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to start of classes</td>
<td>100%</td>
</tr>
<tr>
<td>During 1st week of classes</td>
<td>100%</td>
</tr>
<tr>
<td>During 2nd week of classes</td>
<td>100%</td>
</tr>
<tr>
<td>During 3rd week of classes</td>
<td>50%</td>
</tr>
<tr>
<td>During 4th week of classes</td>
<td>25%</td>
</tr>
<tr>
<td>After the end of 4th week of classes</td>
<td>0%</td>
</tr>
</tbody>
</table>

Non-attendance does not constitute official withdrawal from the university or from a course(s).

Students who receive Financial Aid and who withdraw or reduce their credit load during the refund period will be subject to an adjustment/reduction in their Financial Aid Award.

LUCAD students are not required to obtain permission to add/drop courses during the published add/drop dates.

Student signature (required) ____________________________ Date ____________
Advisor signature (if required) __________________________ Date ____________
Print advisor name ____________________________ Date ____________

Office of the University Registrar
Walk-in: University Hall, 3rd floor
1815 Massachusetts Ave
Cambridge, MA
20138-2790
Mail-in: 29 Everett Street
Cambridge, MA
Phone: 617.349.8740
Fax: 617.349.8717
Contact: registrar@lesley.edu