



ADD/DROP FORM

Office of the University Registrar

Walk-in:
Support Hub, University Hall
1815 Massachusetts Ave.
Cambridge, MA

Mail-in:
29 Everett Street
Cambridge, MA
02138-2790

Contact:
Submit a ticket online:
support.lesley.edu
Fax: 617.649.4855

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

Add: Courses must be added by 11:59 p.m. on the seventh calendar day from the first day of the *semester or term*; see academic calendar for exact dates. Weekend intensive courses must adhere to either an 8-week or 15-week schedule and abide by the timelines for add/drop

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 for more information.

Withdrawal: Students may not withdraw from standard, semester-based (15-week) classes after 12 weeks, and after 6 weeks for term-based (8-week) classes. See academic calendar for exact dates and refund policy for more information.

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: 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.

On-Campus, Off-Campus, & Online Refund Policy:

| Time of Course Withdrawal | Refund |
|---|--------|
| Prior to Semester/Term Start Date: | 100% |
| Add/Drop Period: | 100% |
| Day 8 through Day 14 of Semester/Term: | 50% |
| Day 15 through Day 21 of Semester/Term: | 25% |
| Day 22 and Beyond: | None |

Weekend Intensive Courses: Weekend intensive courses must adhere to either an 8-week or 15-week schedule and abide by the timelines and policies for add/drop, withdrawals, and refunds for that term or semester length (outlined above).

Short Courses, Conferences, Workshops & Travel Study: Courses with six or fewer class meetings, travel study courses, workshops (including MTEL workshops) and conferences, must be added or dropped prior to the start date. Once the start date has passed there is no refund.

PhD, Low-Residency, and MFA Students:
<https://lesley.edu/refund-policies-processes>

Academic Year: _____

Name (print): _____ **SS# or Lesley student ID#:** _____

First Last Mid

Phone: _____ **Phone :** _____ **Email:** _____

Home Cell

On-Campus Semester

Fall

January/Spring

Summer

Online and Off-Campus Terms

Fall: Term 1 Term 2

Spring: Term 1 Term 2

Summer: Term 1 Term 2

Check appropriate box for school/college of registration

College of Art and Design (LA+D)

College of Liberal Arts and Sciences (CLAS)

Center for the Adult Learner (LCAL)

Graduate School of Arts and Social Sciences (GSASS)

Graduate School of Education (GSOE)

Continuing Education (CE)

| ACTION | Course Prefix & Number | Section | Credit Hours/ Audit | Credit Change (from - to) | Instructor's Signature (req'd for credit change) | Effective Date (date of last class attended) |
|-----------------|------------------------|-----------|------------------------|------------------------------|---|---|
| <i>Example:</i> | <i>CPSYC 6029</i> | <i>01</i> | <i>3</i> | | | |
| ADD | | | | | | |
| ADD | | | | | | |
| ADD | | | | | | |
| DROP | | | | | | |
| DROP | | | | | | |
| DROP | | | | | | |

- 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.
- LA+D students are not required to obtain permission to add/drop courses during the published add/drop dates.
- F1 students dropping below full-time status (12 credits undergraduate; 9 credits graduate) must receive approval from International Student Services. Check here if you have an F1 visa:

Student signature (required) _____ **Date** _____

Advisor signature (if required) _____ **Date** _____

International Student Services signature (if required) _____ **Date** _____

Print advisor name _____ **Date** _____

Registrar's office use only:
Date received _____
Date processed _____
Initials _____