

## Add/Drop Form: Graduate Students



Please complete the following form to add or drop the requested courses for a current, future, or retroactive term. You may add or drop multiple courses on this one form. A student cannot use this form to drop all courses. If this is the goal for the student, they must work with their academic advisor/administrator.

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 UR ID Number

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 Student Last Name

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 Student First Name

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 Program of Study

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 School

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 Retroactive

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 Academic Level

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 Term

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 Year

**Action:** A is for Add, D is for Drop, and W is for Withdraw.

**Audit:** Auditing a class will require submission of the Audit Form found on the Office of the University Registrar website.

Action	Course (Subject Course Num – Section)	Credit Hours	Course Title	Instructor Signature and Date (if permission is needed)
Example A	Example BIOL 402 - 1	Example 4	Example Molecular Biology	Example
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**Additional Request:**

Time Conflict - If this change causes a time conflict, please submit the Time Conflict Resolution Form along with this submission.

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 Dept./Prog. Representative Name

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 Dept./Prog. Representative Title

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 Dept./Prog. Representative Signature
**Submission Guidelines:**

Graduate students in School of Arts and Sciences and Hajim School of Engineering will need to submit the form to Graduate Education and Postdoctoral Affairs (GEPA) for approval by emailing the form to [ASEGEPA@rochester.edu](mailto:ASEGEPA@rochester.edu).

All other graduate students should submit directly to the Office of the University Registrar by emailing the form to [registrar@rochester.edu](mailto:registrar@rochester.edu).

SAS/Hajim GEPA Signature: \_\_\_\_\_ Date: \_\_\_\_\_