

Adult & Graduate Studies Program Drop / Add Form

Print & complete this form before submitting to your advisor. Electronic or typed Signatures are not acceptable.

Student's Full Name

Student ID

Current Semester

Module Course Tuition Refund Policy

On or before the first class session = 100% refund
On or before the second class session = 75% refund
On or before the third day class session = 50% refund
After the third class session = 0% refund of tuition

Semester-Long Course Tuition Refund Policy

On or before first day of classes = 100% refund
First full week of classes = 75% refund
Second full week of classes = 50%
Third full week of classes = 25%
After the fourth week of classes = 0%

AGS Academic Drop/Withdrawal Policy

Students may drop a course from their schedule during the first two weeks of the term. After the first two weeks of the term, a student may withdraw from a course and will receive a "W" grade. After the third week of class a student may withdrawal from the class with a "WP" (Withdraw Passing, no GPA penalty) or "WF" (Withdraw Failing, counted as an "F" for grade calculation).

DROP

AGS Office

Course Code & Number	Section Number	Course Title	Credit Hours	Number of Classes Attended	% of Tuition Refund

ADD

Course Code & Number	Section Number	Course Title	Credit Hours

PLEASE NOTE: Dropping enrollment from any course may change your eligibility status for Title IV Federal Financial Aid. If this change results in aid being returned, you will be responsible for any balance due to the university. If you have any questions about the potential impact of this change to your federal financial aid or account balance, please contact Student Financial Services at 417-865-2815 x7300. (Student Initial)

I intend to complete the remaining course(s) in this semester for which I have already registered.

 (Student Initial) Per Federal Regulation 668.22

Student Signature (Electronic or typed Signatures are not acceptable)

Date

Advisor Signature, Adult & Graduate Studies

Date

Please attach a copy of the student's schedule and attendance record.

SFS Office Use