



School of Graduate Studies

ADD / DROP / WITHDRAW COURSE FORM

FALL 20 _____ SPRING 20 _____

Student's Name: _____ Date: _____

Signature: _____ ID: _____

Status: Matriculated Non-Matriculated

Important Notes:

DROP: With appropriate approval, students may drop a course without penalty during *academic days 1-10 after the course has begun. Students dropping courses during this 10 academic day grace period will receive a full tuition refund and the dropped course will not appear on their transcript.

WITHDRAW: After the 10 academic day Drop period, students are withdrawing from a course if they choose to leave the course. Students withdrawing from a course between *11 and 15 academic days after the course begins will receive an 80% tuition refund. No tuition will be refunded beyond 15 academic days after the course has begun. Withdrawals beyond 10 academic days after the course begins will be noted "W" on the transcript. Withdrawals will not be granted during the final third of a course.

***An academic day is defined as a day that the Rutgers campus at which the student is enrolled is open for business.**

Add **Drop** **Withdraw**

Course Name: _____

Course Number: _____ Credits: _____ Starting Date: _____

Ending Date: _____

Instructor Approval: _____ Date: _____

Program Director: _____ Date: _____

SGS Senior Associate Dean: _____ Date: _____

Please send approved form to:
SGS Office of the Registrar
65 Bergen Street, SSB/Room 517
Newark, NJ 07107
Fax: 973-972-7068