

**PERMIT TO ADD OR DROP COURSE
TROY UNIVERSITY**

Undergraduate Graduate

CAMPUS: _____ TERM: _____

(Please use ball point pen. *Press firmly.*)

Last Name	First Name	Middle or Maiden Name
ID Number	Academic Major:	

COURSE(S) TO BE ADDED-(Cannot add courses after last day to add)

Dept.	Course No.	Section	Course Title	ADD DATE	Hours

COURSE(S) TO BE DROPPED

Dept.	Course No.	Section	Course Title	Hours	Grade	Instructor's Signature	DROP DATE
					DR DP DF		
					DR DP DF		
					DR DP DF		

*DR-Dropped Course prior to midterm*DP-Dropped course passing*DF-Dropped course with academic penalty*See Schedule for last date to drop without financial penalty.*

My signature below indicates that I assume full responsibility for loss of any financial assistance (up to and including loss of all scholarship/grant monies) caused by this transaction. I understand that it is my responsibility to secure the required signatures and to pay the Accounts Receivable Tellers by the published deadline.

SIGNATURE OF STUDENT DATE PHONE SIGNATURE OF ADVISOR DATE

ADMINISTRATIVE COURSE CHANGE

COMPLETE THIS SECTION ONLY FOR ADMINISTRATIVE COURSE CHANGES.
IF NOT AN ADMINISTRATIVE CHANGE PROCEED TO STEP 2.
REMINDER: Changes must be made within the scheduled time periods.
(REASON MUST BE GIVEN-ATTACH DOCUMENTATION)

STEP 1. DEPARTMENT CHAIR OR ACADEMIC DEAN:

Changed Authorized by: _____
(Printed Name/ Signature Dean or Dept. Chair)

STEP 2. RECORDS OFFICE: The course change above was completed YES NO Total hours attempted:

Prior to change _____ hrs./ After change _____ hrs.

Authorized Signature: _____ Date: _____

STEP 3. FINANCIAL AID OFFICE: Does this student have Financial Aid: Yes No Is Recovery Due: Yes No

Amount to be recovered: \$ _____ Program: _____ Amount to be recovered: \$ _____ Program: _____

Amount to be recovered: \$ _____ Program: _____ Amount to be recovered: \$ _____ Program: _____

Authorized Signature: _____ Date: _____

STEP 4. BUSINESS OFFICE: Comments: _____

Processing Date _____ Signature _____

METHOD OF PAYMENT

RBIL VA FEDERAL GRANT/LOAN SELF PAY STATE VA VA REHAB

DISTRIBUTION: White Copy - University Records
Yellow Copy - Business Office
Pink Copy - Financial Aid Office