

Date \_\_\_\_\_ Student ID# \_\_\_\_\_ Name \_\_\_\_\_  
Last First Middle Initial  
 Email \_\_\_\_\_ Telephone \_\_\_\_\_

Term	Course Name	Course Number	Location	Registration Action: Add or Drop/Withdrawal

**Acknowledgement of Registration Change Request and Academic Requirements**

*I acknowledge that I have requested the registration changes noted on this form and that these changes may affect my academic record and anticipated graduation date. It is my responsibility to ensure that I have fulfilled my degree requirements for graduation. I understand that I can view my current progress toward graduation, including courses used to complete requirements, as well as any outstanding degree requirements, on the My Progress page on my Student Planning account located on the Current Students Page on the Emmanuel website. I understand that while an advisor signature is not required for add or drop registration changes during the Add/Drop period, that I should consult with my academic advisor regarding any adjustments to my academic record.*

**14 Week Capstone/Practicum Drop & Withdrawal Policy 2020-2021  
(Graduate Education Practicum and MSM/HRM Capstone)**

Face to Face, Hybrid, and Practicum Courses	Summer 2020	Fall 2020	Spring 2021	Refund	Grade
Last Day to Add*	Prior to first class	Prior to first class	Prior to first class	N/A	N/A
Last Day to Drop*	Prior to first class	Prior to first class	Prior to first class	100%	Not Transcribed
Course Withdrawal*	5/26/20	9/15/20	1/18/21	75%	"W"
Course Withdrawal*	6/1/20	9/22/20	1/25/21	50%	"W"
Last Day to Withdraw/ Receive a Refund*	6/8/20	9/29/20	2/1/21	25%	"W"
Withdrawal Not Permitted After 6 p.m. EST on	6/8/20	9/29/20	2/1/21	0%	"F" or Grade Earned
Online Courses	Summer 2020	Fall 2020	Spring 2021	Refund	Grade
Last Day to Add*	5/18/20	9/8/20	1/11/21	N/A	N/A
Last Day to Drop*	5/26/20	9/15/20	1/18/21	100%	Not Transcribed
Course Withdrawal *	6/1/20	9/22/20	1/25/21	75%	"W"
Course Withdrawal*	6/8/20	9/29/20	2/1/21	50%	"W"
Last Day to Withdraw/ Receive a Refund*	6/15/20	10/6/20	2/8/21	25%	"W"
Withdrawal Not Permitted After 6 p.m. EST on	6/15/20	10/6/20	2/8/21	0%	"F" or Grade Earned

\* Student must contact the Office of the Registrar to make the registration change (add/drop/withdrawal) prior to 6 p.m. EST of the date listed in order to receive the respective refund, if applicable, and/or grade.

*I acknowledge Emmanuel College's Drop/Withdrawal Policy and that the above changes may also affect my financial charges and financial aid.*

Required Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Registrar Use Only:** Processed by \_\_\_\_\_ Date \_\_\_\_\_