

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 an advisor signature is not required for registration changes and that I should consult with my academic advisor regarding any adjustments to my academic record.*

**7 Week Course Drop & Withdrawal Policy & Dates 2020-2021  
(Graduate Management, Education, Undergraduate Nursing, and A+S Summer Courses)**

Face to Face & Hybrid Courses	Summer 2020		Fall 2020		Spring 2021		Refund	Grade
	Session 1	Session 2	Session 1	Session 2	Session 1	Session 2		
Last Day to Add*	Prior to first class	Prior to first class	Prior to first class	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	Prior to first class	Prior to first class	Prior to first class	100%	Not Transcribed
Last Day to Receive a Refund*	5/26/20	7/20/20	9/15/20	11/2/20	1/18/21	3/22/21	75%	"W"
Last Day to Withdraw*	6/08/20	8/03/20	9/29/20	11/16/20	2/1/21	4/05/21	0%	"W"
Withdrawal Not Permitted After 6 p.m. EST on	6/08/20	8/03/20	9/29/20	11/16/20	2/1/21	4/05/21	0%	"F" or Grade Earned
Pass/Fail or Audit Declaration Due Date**	6/01/20	7/27/20	N/A	N/A	N/A	N/A	N/A	P, F, or AU
Online Courses	Summer 2020		Fall 2020		Spring 2021		Refund	Grade
	Session 1	Session 2	Session 1	Session 2	Session 1	Session 2		
Last Day to Add*	5/18/20	7/13/20	9/08/20	10/26/20	1/11/21	3/15/21	N/A	N/A
Last Day to Drop & Receive Refund*	5/26/20	7/20/20	9/15/20	11/2/20	1/18/21	3/22/21	100%	Not Transcribed
Last Day to Withdraw*	6/8/20	8/3/20	9/29/20	11/16/20	2/1/21	4/5/21	0%	"W"
Withdrawal Not Permitted After 6 p.m. EST on	6/8/20	8/3/20	9/29/20	11/16/20	2/1/21	4/5/21	0%	"F" or Grade Earned
Pass/Fail or Audit Declaration Due Date**	6/1/20	7/27/20	N/A	N/A	N/A	N/A	N/A	P, F, or AU

\* 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.

\*\* Pass/Fail and Audit Option available to A&S students only. See A&S calendar for Fall and Spring deadlines.

*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 \_\_\_\_\_