



ADD/DROP
COURSE CHANGE FORM
(ONLINE PROGRAMS)

Student Name: _____ Degree Program: _____ Semester/Year: _____

To **ADD** a course:

1. List course number, course name, course credit hours, and term number.
2. Obtain instructor and advisor's signature
3. Submit completed form to the Registrar

Course Number	Course Name	Credit hours	Term 1 or 2

To **DROP** a course:

1. List course number, course name, course credit hours, and term number
2. Obtain instructor and advisor's signature
3. Submit completed form to the Registrar

Course Number	Course Name	Credit hours	Term 1 or 2

Brief Reason for Change: _____

Enrollment Status Change: FROM _____ Semester Credit Hours TO _____ Semester Credit Hours

Enrollment Status (See "Enrollment Status" policy below) Full-time _____ Part-time _____

I hereby request the above changes to my registration, having read and agreed to all terms and conditions on page 2 of this form:

Student Signature: _____ **Date** _____

Instructor Signature: _____ **Date** _____

Academic Advisor Signature: _____ **Date** _____

Registrar Signature: _____ **Date of Change** _____

Student Accounts: _____ **Financial Aid:** _____

Add/Drop Course Change Policy (DMU)

Students are permitted to add or drop courses without incurring an academic record of the course throughout the published registration period and during the published Add/Drop Period, with the approval of their academic advisor and registrar. This is two days from the published start of term for five week courses, six calendar days for eight week courses, and ten business days for sixteen week courses. Please note that classes meeting in an intensive format or on a shortened semester calendar follow adjusted add/drop and refund schedules.

Course changes made after the published Add/Drop period will be recorded in the student's academic record (as described in the following paragraph) and require the approval of the instructor, academic advisor, and registrar. Course changes other than as described above, require the signature of the instructor, academic advisor, and registrar. All registration changes are subject to the Registration Change Fee (Add/Drop Fee) and the Refund Policy of their respective program.

A student who follows the published course change procedures may drop or withdraw from courses after the published Add/Drop Period and prior to the published "Last Day to Withdraw and Receive a "W" and receive a Final Grade of Withdrawal ("W"). After the published "Last Date to Withdraw and Receive a "W" each academic semester, a student who withdraws from a course will be assigned a Final Grade of either Withdrawal Passing ("WP") or Withdrawal Failing ("WF") by the instructor based upon actual work completed at the time of the withdrawal. A "W" or "WP" will not affect the student's cumulative grade point average. A WF is treated as a failing grade for grade point average computation.

Terms of Agreement

I agree that no representation or guarantee, which is not expressly set forth herein, has been made by the Institute for the Psychological Sciences (the "Institute). I understand that this will become a legally binding instrument upon acceptance by an official of the Institute unless canceled pursuant to the "Cancellation and Refund Policy", stated below.

Furthermore, I certify that I have received the Academic Catalog describing the policies concerning tuition, fees, and other charges; the cancellation and refund policy; the attendance policy, and the student guidelines and rules. I acknowledge that the Institute will withhold my diploma until all payments have been made. I agree to comply with these policies and regulations. It is further agreed that if my account is referred to an agency for collection, I will pay, in addition to the tuition and fees owed, the collection agency or attorney fees incurred by the Institute to collect tuition and fees owed.

Cancellation and Refund Policy*

To cancel a registration or to withdraw from the University at any time other than the close of the semester, students must complete the official withdrawal form and obtain all required signatures. Forms are available from the Registrar's Office.

Discontinuation of class attendance or notification to an instructor of withdrawal does not constitute an official withdrawal. In these instances, students will be responsible for the full payment of their accounts. Students who withdraw from the University using the University's withdrawal procedure or reduce the number of credit hours using the University's course changes procedure during the fall or spring semester are allowed a return of tuition and refundable fees according to the following schedule:

Refund Policy, Online Programs (DMU)

Students who withdraw from the Masters of Science in Clinical Mental Health Counseling or the Masters of Science in Psychology (online programs) following the University's withdrawal procedure, are allowed a commensurate return of tuition owed and refundable fees. Students will generally not receive a removal of tuition, course fees, and other associated fees until after the end of the published Add/Drop period. The Institute's refund schedule is the following:

Withdrawal/Course Change Date	% Refundable
Withdrawal up to Calendar Day 6	100%
Withdrawal up to Calendar Day 11	80%
Withdrawal up to Calendar Day 17	60%
Withdrawal after Calendar Day 17	0%

**Not valid for Maryland, North Dakota, or Tennessee residents. Please contact the Student Accounts office (Studentaccounts@divinemercury.edu) for specific policies for these states or consult the University's website.*

All monies owed the University at the time of withdrawal become due and payable immediately. To obtain a refund of tuition, students must also turn in all Institute property in their possession, including their student identification card, facility access keys, and all library materials. The date used to calculate refunds will be the date on which a student's written request for withdrawal is made to the academic dean, or the date on which the registrar receives written notice of a student's intention to add or drop a course.

**Students who participate in the Title IV Federal Student Financial Aid Program agree to comply with Institute Policies and Procedures as they relate to Return of Title IV Funds to the government and/or to the student.*

M.S. Counseling Enrollment Status

A student in the M.S. Counseling Program is considered full-time if the student is: a) enrolled in a minimum of nine credit hours for two of the three previous semesters or b) enrolled in a minimum of six credit hours each semester and is enrolled in a practicum or internship course. For summer, enrollment a student must be enrolled for a minimum of six credits to be full-time and a minimum of three credits are needed for a student to be half-time. Students starting in the summer semester and students who have received approval from their academic advisor will be considered full-time with a minimum of three credits in summer.

M.S. Psychology Enrollment Status

A student in the M.S. Counseling Program is considered full-time if the student is: a) enrolled in a minimum of nine credit hours for two of the three previous semesters or b) enrolled in a minimum of six credit hours each semester and is enrolled in a practicum or internship course. For summer, enrollment a student must be enrolled for a minimum of six credits to be full-time and a minimum of three credits are needed for a student to be half-time. Students starting in the summer semester and students who have received approval from their academic advisor will be considered full-time with a minimum of three credits in summer.