



ADD/DROP
COURSE CHANGE FORM
 (PSYD PROGRAM)

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

To **ADD** a course:

1. List course number, course credit hours, and course name.
2. Obtain necessary signatures.
3. Submit completed form to the Registrar.

Course Number	Cr. Hrs.	Course Name

To **DROP** a course:

1. List course number, course credit hours, and course name.
2. Obtain necessary signatures.
3. Submit completed form to the Registrar.

Course Number	Cr. Hrs.	Course Name

By signing here I acknowledge and understand the Terms of Agreement, Add/Drop Course Change and Refund Policies in the Academic Catalog (also on page 2 of this form) and the possible consequences of a change in Enrollment status; including but not limited to Time-to-Completion, Financial Aid, SEVIS status, VA-Benefit status, etc. I hereby request the above change(s) to my registration, having read and agreed to all terms and conditions on page 2 of this form:

Student Signature: _____ **Date** _____

Instructor's Signature: _____ **Date** _____
(if after Add/Drop Period)

Advisor's Signature: _____ **Date** _____

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

Student Accounts _____ **Financial Aid** _____

Course Changes (ADD/DROP)

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 Institute 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 Institute using the Institute's withdrawal procedure or reduce the number of credit hours using the Institute's course changes procedure during the fall or spring semester are allowed a return of tuition and refundable fees according to the following schedule:

Fall/Spring Withdrawal/Course Change Date

First Week of Class	80%
Second Week	60%
Third through Fourth Week	50%
Fifth through Eighth Week	25%
Later Than Eighth Week	0%

Refundable Portion

SUMMER Withdrawal/Course Change Date

First Week of Class	80%
Second Week	50%
Third Week	25%
Later Than Third Week	0%

SUMMER Refundable Portion

For summer courses that are less than five weeks, a student who reduces the number of credit hours or withdraws will receive an 80% Refund if they complete the official Add/Drop or withdrawal procedure by close of business on the first day of class, and a 0% Refund if they complete the procedure at any time after that.

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.*