



Individual Course Changes

(Please use black ink)

This form is to be used to drop & add individual courses.

Changes are not official, nor refunds authorized, until completed form is processed by Enrollment Services.

Turn completed form in to Enrollment Services, 2nd floor Kirkwood Hall.

Tuition Refund Schedule:

Through 1st week of term.....100%
 Through 2nd week of term.....50% *

The exceptions to this policy are classes that meet 8 days or less. There is no refund for these classes beginning the day of the first class meeting. **Refunds will be mailed after the 3rd week of the session.**

* You can drop a course and add back an equal number of hours without penalty through the 14th day of the semester for full semester classes.

Required Signatures:

- Course changes through the 1st week of a 16-week semester *and through the 3rd day* of shorter sessions:
 DROP: no signature
 ADD: no signature unless class is full. If full, instructor and dean signatures are required.
- Course changes starting the 2nd week of a 16-week semester *and starting the 4th day* of shorter sessions:
 DROP: no signature
 ADD: instructor *and* dean
- Signature and note of Approval of Dean is required for OVERLOAD (19 credits or more)

For Dean's Signature:

Agriculture, Horticulture, Floriculture	Washington Hall
Anytime Anywhere	210 Linn Hall
Business, Computer Education, Food Service	203 Nielsen Hall
English, Literature	3051 Cedar Hall
Health Science	223 Linn Hall
Humanities, Speech, Foreign Language, Religion	336 Cedar Hall
Industrial Technology	103 Jones Hall
Iowa City	Iowa City Center
KTS/ICN	214 Linn Hall
Learning Services, Communication Skills	2063 Cedar hall
Math, Science, Engineering, Computer Sci., Physical Ed.	240 Linn Hall
Off Campus Locations	County Center, Resource Center, Marion Center
Social Science, History, Career Option	1008 Cedar Hall
Student Development, Human Potential	115 Iowa Hall

Last Name	First Name	Middle Name	K-Number
Term	Year	Academic Program	Phone Number

Add	Drop	Catalog #	Section #	Synonym #	Course Name	Start Date	Cr Hr	Student attending?	Instructor Signature, Date	Dean Signature, Date

International Advisor Signature & Date: Required for international students only (134 Linn Hall)		
Student Signature & Date: I request and accept responsibility for the above changes to my schedule and education program.		
Office Use Only: Date Received and by whom		