



WILLIAM & MARY

Graduate Arts & Sciences

Add, Drop, Withdraw from Courses Form

Use this form to:

- Add new course(s);
- Drop or withdraw from course(s);
- Change credit hours for course(s);
- Withdraw from all courses.

Drop or withdraw from course(s): Up until the ninth week of classes, the course is dropped (removed) from the student's record. After the end of the ninth week of classes, the instructor should indicate "W" on the form if the student is passing and should be awarded a "W" (withdrawal) when the form is signed and dated. If the student is not passing, the instructor should indicate "NP" on the form and assign a grade of "F" in Banner.

Withdrawal from all courses: Until the ninth week of classes, "W" (withdrawal) will be placed on the record. After the end of the ninth week of classes, the instructor should indicate "W" on the form if the student is passing and should be awarded a "W" (withdrawal) when the form is signed and dated. If the student is not passing, the instructor should indicate "NP" on the form and assign a grade of "F" in Banner.

International students should consult with a Reves Center advisor before submitting this form if dropping or withdrawing from courses will drop the number of registered hours below nine credits.

Instructions

Signatures required before returning the form:

- Student;
- Course instructor (Note the instructor must indicate on the form the appropriate grade or other designation to be included on the student's transcript. See above.);
- Director of Graduate Studies or Chair/Program Director of the student's graduate program.

Note: The Director of Graduate Studies may attach comments or reasons for the changes requested; for any retroactive changes (i.e., changes after the end of the semester or for a previous semester), the DGS *must* attach an explanation, as well as grades when applicable.

Deadline: Form is due before the last day of classes.

Return form by email to the Office of Graduate Studies (dean-gsr@wm.edu). Use your W&M email account when returning forms to the OGS.



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OFFICE OF GRADUATE STUDIES
Blow Memorial Hall (Suite 326), 262 Richmond Road
757-221-1966 | dean-gsr@wm.edu

Add, Drop, Withdraw from Courses

Student's Name: _____ Banner ID #: _____

Dept./Program: _____ Degree: ☐ M.A. ☐ M.S. ☐ M.P.P. ☐ Ph.D.

Year: _____ Semester: ☐ Fall ☐ Spring ☐ Summer

1. Add new course(s): _____ Grade(s), if applicable: _____

Course CRN#	Dept.	No. & Section	Credits	Instructor Name	Instructor Signature	Date

2. Drop or withdraw from course(s):

Course CRN#	Dept.	No. & Section	Credits	W or NP	Instructor Name	Instructor Signature	Date

3. Change credit hours:

Course CRN#	Dept.	No. & Section	Change From	Change To	Instructor Name	Instructor Signature	Date

4. Withdraw from all courses: _____ Effective Date: _____

Course CRN#	Dept.	No. & Section	Credits	W or NP	Instructor Name	Instructor Signature	Date

Student Signature

Date

Director of Graduate Studies or Chair/Program Director: Print Name | Signature

Date

OGS: Student full-time after proposed
add/drop/withdraw? ☐ Yes ☐ No

Assistant Dean for Graduate Studies Signature Date

Distribution: ☐ Reves (if applicable)