



## Late Add/Withdraw Form

This form should only be used to drop and/or add a course after the final approved add or withdrawal date on the academic calendar during the current term. Student is responsible for obtaining all approvals and presenting completed form to their Newcomb-Tulane College Academic Advisor. Going above or below max/min credit limits requires filing an exception request with CAR.

**Tulane ID**

**First Name**

**Last Name**

**Middle Initial**

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### Student Acknowledgment of Late Withdrawal

By submitting this form, I acknowledge that I am requesting to withdraw from a course past the established deadline. I agree to the following:

1. I understand that tuition refunds are determined by the refund schedule published each semester in the academic calendar and apply only to full withdrawals, unless I am approved for and carry a part-time schedule.
2. I will receive a "W" for this course which will appear on my transcript.
3. This drop requires the approval of my instructor and the acknowledgment of my academic advisor before being processed.
4. Dropping this course may impact my ability to graduate on time. I have considered the potential academic and financial implications of this decision.

**Student's Signature**

**Date Signed**

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### Student Acknowledgment of Late Course Addition

Regardless of when a course is added to a student's schedule, the student is responsible for completing all assessments on the syllabus. After the add/drop deadline, students seeking a Late Add must discuss the feasibility of satisfying course requirements with the instructor. Students must also consult with their academic advisors about their plans.

**Student's Signature**

**Date Signed**

**Academic Term  
(Check 1):**

**Fall**

**Spring**

**Summer**

**Academic Year:**

Drop:				
	CRN	Subject/Number	Cr. Hr.	Course Instructor's Signature
Drop:				
	CRN	Subject/Number	Cr. Hr.	Course Instructor's Signature
Add:				
	CRN	Subject/Number	Cr. Hr.	Course Instructor's Signature
Add:				
	CRN	Subject/Number	Cr. Hr.	Course Instructor's Signature

**NTC Academic Advisor's Signature**

**Date Signed**

**Total Enrolled Credits After Changes:**