



This form is for drop/add transactions that cannot be processed via Albert for exceptional reasons. This form is not intended for requesting "term withdrawals" (withdrawing from all courses within a term) or a leave of absence. Advisor and/or department signatures are required; forms will not be accepted without required/authorized signatures. Deliver completed form to 25 West 4th Street. Questions can be directed to Academic Records.

STUDENT INFORMATION

Form with fields for LAST/FAMILY NAME, FIRST NAME, MIDDLE, SCHOOL OF NYU ATTENDING, CAMPUS ID, TERM, and YEAR. Includes sub-sections for Fall/Spring/January/Summer and Graduate/Undergraduate/Non-degree/Professional.

Table with two main sections: COURSES DROPPED and COURSES ADDED. Each section has columns for Subject Area, Catalog #, Section #, Class #, and Units.

Term Units BEFORE change: \_\_\_\_\_ Term Units AFTER change: \_\_\_\_\_

Notice of Responsibility: I hereby accept financial responsibility for all charges (including collection of fees) associated with the above schedule adjustments according to the University refund/liability schedule. I acknowledge that it is my responsibility to familiarize myself with University policy and procedure regarding registration, drop/withdrawal, and refunds. I further understand that dropping/withdrawing below full time status may jeopardize my financial aid eligibility and/or immigration status (for students on F1 or J1 Visas).

STUDENT SIGNATURE X \_\_\_\_\_ DATE \_\_\_\_\_

REQUIRED: ADVISOR/DEPARTMENTAL APPROVAL

ADVISOR/DEPARTMENTAL SIGNATURE X \_\_\_\_\_ DATE \_\_\_\_\_

ADMINISTRATIVE USE ONLY

Special Processing Authorized Signature Print Name Date

Special Processing Authorized Signature Print Name Date

REGISTRAR'S OFFICE USE ONLY

Date processed:

Processed by: