Plymouth State University
COLLEGE OF GRADUATE STUDIES

Graduate Course Drop/Withdrawal Form

To determine drop or withdrawal eligibility, please refer to the Course Drop/Withdrawal Schedule matrix online. A drop or withdrawal form must be received at the College of Graduate Studies by the indicated deadline in order to be eligible for the specific drop or withdrawal. A $25 non-refundable administrative fee will be assessed for each dropped or withdrawn course. Courses dropped do not appear on your transcript. Withdrawn courses will remain on the academic transcript with a withdrawn code of W for the grade. Grades of W do not impact grade point average. All forms must be filled in completely and include the student's signature to be processed.
Students receiving Department of Veterans Affairs benefits under the Montgomery GI Bill are limited to an add/drop period that does not exceed thirty (30) days [38CFR21.420(1)].

Today's date _____

Student ID | Last name | First | MI

Home Address | City/Town | State | Zip

Term: ☐ Fall ☐ Winter ☐ Spring ☐ Summer

Program: ☐ EdD ☐ CAGS ☐ MAT ☐ MBA ☐ MEd ☐ MS ☐ Other

DROP/WITHDRAW A COURSE:

Course Dept	Course Number	Course Title	CRN	Credits	Course Charge

A **$25 fee per drop** will be assessed for all schedule changes. Please indicate below how the course was paid for so a refund may be issued. If using a credit card, the same card that was used to charge the course must be used for the reimbursement.

Admin Fee	$25.00
Total	

Student Signature: _____

Optional - Please indicate your reason(s) for dropping this course: _____

_____

☐ Check if you receive Veterans Affairs benefits

REIMBURSEMENT METHOD:

☐ Approved Financial Aid ☐ Purchase Order ☐ USNH Tuition Waiver ☐ Check

☐ Credit Card ☐ Other _____

☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Account Number | Expiration Date | CVV2 Code

I authorize Plymouth State University College of Graduate Studies to credit/charge $ _____ to my credit card.

Card Holder Signature _____

Mail to: Plymouth State University College of Graduate Studies - MSC 11, 17 High Street, Plymouth NH 03264-1595 or fax to: (603) 535-2572