

Required Information:

Name: _____ Primary Phone#: _____

Personal Email: _____ Last 4-Digits of SS#: _____

Course Add, Drop, and Withdrawal Policies:

- Please email or fax all ABSN Online Prereq Course Add/Drop/Withdrawal Forms to Morgan Christy and Abby Tebrock via email at mchristy@crm.gmercyu.edu, atebrock@crm.gmercyu.edu or via fax at 267-733-6691.
- Course **ADD** Requests are **due by Monday ONE WEEK PRIOR to the start of class, prior to 11:59pm EST.**
- Course **DROP** requests are **due by Monday of the first week of class, prior to 11:59pm EST.** The lack of communication or non-attendance in the course WILL NOT automate an official drop or withdraw.
- Course **WITHDRAWAL** requests are accepted only during the first two weeks of class and are subject to the refund policy listed below.
- If a course ADD/WITHDRAWAL request is approved, the **STUDENT IS RESPONSIBLE** for obtaining the necessary materials/assignments for the course.

Attendance Policy:

- If you are reported absent by your instructor for two consecutive weeks, you will immediately and automatically be administratively withdrawn from the course and assigned a final grade of "WA".
- If you need to miss a class for any reason or cannot submit any assignments by the due date, communicate with your professor in advance. When a WA occurs, all student work and data is removed from the course shell and no longer available to the student or the instructor.

Tuition Refund Policy:

- Students who wish to drop or withdraw from a course **MUST** complete the ABSN Online Prerequisite Course Add/Drop Form to ensure proper changes.
- Any changes to a student's schedule will be subject to the Refund Policy below, based on the effective date of the change.

Refund Policy	
Prior to 11:59pm EST 1 st Monday of class	100%
Prior to 11:59pm EST 2 nd Monday of class	90%
After 11:59pm EST 2 nd Monday of class	0%

Please note: there are no exceptions to these policies. Open and frequent communication with your instructor is needed to succeed in the accelerated healthcare prerequisite courses.

School of Arts and Sciences
ABSN Online Prerequisite Course Add/Drop Form

ADD REQUESTS:

Course Number <i>ex. BIO107</i>	Course Section <i>ex. 0315</i>	Course Title <i>ex. Anatomy & Physiology I with Lab</i>	Course Start <i>MM/DD/YYYY</i>	Course End <i>MM/DD/YYYY</i>

DROP REQUESTS:

Course Number <i>ex. BIO107</i>	Course Section <i>Ex. 0315</i>	Course Title <i>ex. Anatomy & Physiology I with Lab</i>	Course Start <i>MM/DD/YYYY</i>	Course End <i>MM/DD/YYYY</i>

WITHDRAWAL REQUESTS:

Course Number <i>ex. BIO107</i>	Course Section <i>Ex. 0315</i>	Course Title <i>ex. Anatomy & Physiology I with Lab</i>	Course Start <i>MM/DD/YYYY</i>	Course End <i>MM/DD/YYYY</i>

By signing this form, I confirm the following:

1. I have read and fully understand all policies and procedures listed on page 1, including the impact this drop/add may have on my financial responsibilities.
2. By adding a course or courses above, I understand that I am fully responsible for tuition payment, unless I officially drop the course prior to 11:59pm EST of the 1st Monday of class;
3. By dropping the course(s) above, I understand that I am no longer enrolled, and all of my work, attendance, and other data will be deleted from the course shell.
4. By withdrawing from the course(s) above, I understand that I am no longer enrolled, that all of my work, attendance, and other data will be deleted from the course shell, and that I am subject to the published refund policy.

Student Signature: _____

Date: _____