



## Frances M. Maguire College of Nursing and Health professions ABSN Online Prerequisite Course Add/Drop Form

### **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](mailto:mchristy@crm.gmercyu.edu), [atebrock@crm.gmercyu.edu](mailto: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absent by your instructor for two consecutive weeks, you will immediately and automatically be administratively withdrawn from the course and assigned a final grade of "WA".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.

<b>Refund Policy</b>	
Prior to 11:59pm EST 1 <sup>st</sup> Monday of class	100%
Prior to 11:59pm EST 2 <sup>nd</sup> Monday of class	90%
After 11:59pm EST 2 <sup>nd</sup> 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.**



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**ADD REQUESTS:**

Course Number <i>ex. BIO107</i>	Course Section <i>ex. 0315</i>	Course Title <i>ex. Anatomy &amp; 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 &amp; 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 &amp; 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:** \_\_\_\_\_