



# THE FOUNDERS ACADEMY

## Add/Drop Form

Updated 7.12.19

**NOTE:** Students **must** continue attending regularly scheduled classes until they receive a revised schedule. Please return this form to **Student Services** for the Scheduling Committee to review. Approval for course changes is **not** guaranteed.

Date: \_\_\_\_\_

Semester: \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Grade/Level: \_\_\_\_\_

**\*\*Add/Drop requests should be made during the first two weeks of a course. Request after that time may result in a grade of "Withdraw" or "Withdraw Fail" for a class being dropped.\*\***

### Classes to ADD

Course Title	Reason/Comments

### Classes to DROP

Course Title	Reason/Comments

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved (Conditions): \_\_\_\_\_

Denied (Reason): \_\_\_\_\_

Dean or Designee Signature: \_\_\_\_\_

Date: \_\_\_\_\_