

Registrar's Office: ph. 303-357-5845, 6399 S. Santa Fe Dr. Littleton, CO. 80120, [registrar@denverseminary.edu](mailto:registrar@denverseminary.edu), fax: 303-783-3122

**Important Information:**

- If requesting to add a course which requires instructor permission, the instructor for the course must sign in the Instructor Information section with their signature of approval.
- If requesting to add a course for which you do not have a required prerequisite or corequisite, you will need an instructor to submit a Prerequisite Override Form and your add/drop form.
- If requesting a course drop after the add/drop deadline, a signature is required from your course instructor **PRIOR** to submitting your add/drop form to the Registrar's Office.
- Failure to submit a completed request form with appropriate signatures will impact the timing of an official course drop and, thus, the grade received and tuition refund eligibility.
- Degree seeking students dropping down to zero (0) hours must submit a Leave of Absence/Withdrawal form to [Advising@denverseminary.edu](mailto:Advising@denverseminary.edu) following their add/drop form.

**Student Information**

**Student Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Degree Program:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Semester:** \_\_\_\_\_ **Year:** \_\_\_\_\_ **Change in Semester Hour Total:** From \_\_\_\_\_ to \_\_\_\_\_ hours

Add (+) or Drop (-)	Course Code	Course Section	Course Title	Credit Hrs	Audit (Yes/No)

**Instructor Information**

*This section is to be completed by instructor(s) only.*

Instructors: Please note grade guidelines in the academic catalog for transcript notation (W/WP/WF).

Your prompt attention to the student's request is important and may impact their grade, refund, etc.

Course Code	Course Section	Credit Hrs	Grade	Last Date of Attendance	Instructor Signature

*By signing below and submitting this form, I affirm I have read and understand Denver Seminary policies.*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>For Office Use Only</b>	Date Received: _____	Date Processed: _____	Student Notified: _____
	Processed by: _____		

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Please reference the policies (such as, but not limited to, the Tuition and Fees, Refund Policy and Adding/Dropping Courses) in the current Academic Catalog (the academic catalog is available online at <https://denverseminary.edu/academics/registrar/academic-catalogs/>) to ensure you have a full and accurate understanding of potential impacts of course adds and drops. Below are excerpts from the Refund Policy and Add/Dropping Policy for your convenience,

## REFUND POLICY

The refund schedule applies only to tuition (fees are nonrefundable) and is as follows:

### Full Term Courses (15-16 weeks; offered Fall, Spring, & Summer terms)

Friday, 5:00 PM (MT) of Week 1 .....	100%
Friday, 5:00 PM (MT) of Week 3 .....	75%
Friday, 5:00 PM (MT) of Week 5 .....	50%

### Partial Term Courses (8-14 weeks; offered Fall, Spring, & Summer terms)

Friday, 5:00 PM (MT) of Week 1 .....	100%
Friday, 5:00 PM (MT) of Week 2 .....	75%
Friday, 5:00 PM (MT) of Week 3 .....	50%

### Intensive Courses (1-7 weeks; offered Fall, Intersession, Spring, & Summer terms)

5:00 PM (MT) of Day 1 .....	75%
5:00 PM (MT) of Day 2 .....	50%

## ADDING/DROPPING COURSES

A course drop is considered effective as of the day and time the student completed the drop via online registration or the completed Add/Drop Request form was received by the Registrar's Office. All required signatures and information must be completed in order for the Add/Drop Request form to be accepted and processed; failure to submit a completed request form on or before the deadlines stated below will impact the timing of an official course drop, grade received, and refund eligibility.

### Full Term Courses (15+ weeks; offered in Fall, Spring and Summer terms)

<i>Course Drop Deadline</i>	<i>Grade Received</i>	<i>Appears on Transcript?</i>
Friday, 5:00 PM (MT) of Week 1	No Grade	No
Friday, 5:00 PM (MT) of Week 8	"W"	Yes
Friday, 5:00 PM (MT) of Week 12	"WP" or "WF"	Yes
Prior to the last scheduled meeting day of the course	"WF"	Yes

### Partial Term Courses (8-14 weeks; offered in Fall, Spring and Summer terms)

<i>Course Drop Deadline</i>	<i>Grade Received</i>	<i>Appears on Transcript?</i>
Friday, 5:00 PM (MT) of Week 1	No Grade	No
Friday, 5:00 PM (MT) of Week 4	"W"	Yes
Friday, 5:00 PM (MT) of Week 6	"WP" or "WF"	Yes
Prior to the last scheduled meeting day of the course	"WF"	Yes

### Intensive Courses (1-7 weeks; offered in Fall, Intersession, Spring and Summer terms)

<i>Course Drop Deadline</i>	<i>Grade Received</i>	<i>Appears on Transcript?</i>
Prior to the course start date	No Grade	No
5:00 PM (MT) of Day 2	"W"	Yes
5:00 PM (MT) of Day 4	"WP" or "WF"	Yes
Prior to the last scheduled meeting day of the course	"WF"	Yes