

Registrar's Office: ph. 303-357-5845, 6399 S. Santa Fe Dr. Littleton, CO. 80120, 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 apart from thesis must submit a Leave of Absence/Withdrawal form to 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:** _____

For Office Use Only	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