



This form is for drop/add transactions that cannot be processed via Albert for exceptional reasons. This form is *not intended for requesting "term withdrawals"* (withdrawing from all courses within a term) or a leave of absence. Advisor and/or department signatures are required; forms will not be accepted without required/authorized signatures. Deliver completed form to a Student Services Center (Manhattan: 25 West 4<sup>th</sup> Street; Brooklyn: 5 MetroTech Center, 201). Questions can be directed to [Academic Records](#).

**STUDENT INFORMATION**

LAST/FAMILY NAME	FIRST NAME	MIDDLE	SCHOOL OF NYU ATTENDING
	Fall Spring January Summer		Graduate Non-degree Undergraduate Professional
CAMPUS ID	TERM	YEAR	

COURSES DROPPED					COURSES ADDED				
Subject Area	Catalog #	Section #	Class #	Units	Subject Area	Catalog #	Section #	Class #	Units
<i>Ex: HIST-UA</i>	<i>Ex:1234</i>	<i>Ex: 001</i>	<i>Ex: 5450</i>	<i>Ex: 4</i>	<i>Ex: HIST-UA</i>	<i>Ex:1234</i>	<i>Ex: 001</i>	<i>Ex: 5450</i>	<i>Ex: 4</i>

Term Units BEFORE change: \_\_\_\_\_ Term Units AFTER change: \_\_\_\_\_

**Notice of Responsibility:** I hereby accept financial responsibility for all charges (including collection of fees) associated with the above schedule adjustments according to the [University refund/liability schedule](#). I acknowledge that it is my responsibility to familiarize myself with University policy and procedure regarding [registration, drop/withdrawal, and refunds](#). I further understand that dropping/withdrawing below full time status may jeopardize my [financial aid eligibility](#) and/or [immigration status](#) (for students on F1 or J1 Visas).

STUDENT SIGNATURE **X** \_\_\_\_\_ DATE \_\_\_\_\_

**REQUIRED: ADVISOR/DEPARTMENTAL APPROVAL**

ADVISOR/DEPARTMENTAL SIGNATURE **X** \_\_\_\_\_ DATE \_\_\_\_\_

**ADMINISTRATIVE USE ONLY**

Special Processing	Authorized Signature	Print Name	Date
Special Processing	Authorized Signature	Print Name	Date

**REGISTRAR'S OFFICE USE ONLY**

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

Processed by: \_\_\_\_\_