

**SANBALTAR INTERNATIONAL UNIVERSITY**  
**DROP/ADD FORM**

**Directions:** PRINT ALL INFORMATION EXCEPT SIGNATURE LINES  
This form must be filled out by the student and presented to the instructor of each class affected by the Drop/Add procedure. After the instructor has signed the form the student must present the form to his/her Departmental Chairperson for approval. The chairperson will submit the form to the Registrar's Office for posting.

DROP \_\_\_\_\_ ADD \_\_\_\_\_ TERM \_\_\_\_\_ DATE \_\_\_\_\_

STUDENTS NAME \_\_\_\_\_

Action	Course#	Course Title	Instructor Signature/Date
--------	---------	--------------	---------------------------

<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

.....  
Reason(s): \_\_\_\_\_  
\_\_\_\_\_

**Department Chairperson**

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

Registrar

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

Total Hours Before Change \_\_\_\_\_ After Change \_\_\_\_\_ Drop/Add Charge \_\_\_\_\_

Comments .....

.....

.....