



FAMU-FSU Engineering

Undergrad Student
Grad Student

COE Course Drop/Add Request form

Student Empl ID Number:			Date:					
Student Name:								
Major:		<input type="checkbox"/> CBE	<input type="checkbox"/> IME	<input type="checkbox"/> Pre	Do you receive a scholarship?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> CEE	<input type="checkbox"/> ME	<input type="checkbox"/> Non Eng	Do you receive VA benefits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> ECE			Are you a student athlete?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
						Are you on Financial Aid?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
University:		<input type="checkbox"/> FAMU		<input type="checkbox"/> FSU		Intended Major, if PreEng:		
University Email Address:				Phone Number:				

Request Drop/Add	Class Number	Course Prefix	Course Number	Class Section	Credit Hours	Term & Year	Instructor Permission Signature*
<input type="checkbox"/> DROP <input type="checkbox"/> ADD							
<input type="checkbox"/> DROP <input type="checkbox"/> ADD							
<input type="checkbox"/> DROP <input type="checkbox"/> ADD							
<input type="checkbox"/> DROP <input type="checkbox"/> ADD							
<input type="checkbox"/> DROP <input type="checkbox"/> ADD							

* required for an override during Drop/Add week or for all Adds after D/A window is closed.

I understand deliberately providing false, forged, or misleading documentation or information for the purpose of obtaining this administrative action may result in academic sanctions against me including but not limited to probation, suspension, or dismissal from the university. I also acknowledge that I am not subject to sanctions resulting from an academic honor policy violation. I also understand that the College may administratively drop me from any course, with no refund of tuition or fees, that I do not satisfy course prerequisites or co-requisites. My signature certifies that I have read, understand and agree to the policy described above.

Student Signature: _____

_____ **Date**

For Departmental Use

Explanation/Justification:

Dept Signature: _____

Date: _____

Departmental Academic Coordinator/Director or Chair

Undergrads: You may submit this form to studentsupport@eng.famu.fsu.edu or to B111

Grads: You may submit this form to mabate@eng.famu.fsu.edu or to B223