

**THE PETROLEUM INSTITUTE**  
**THE REGISTRAR'S OFFICE**  
**Course Add/Drop/Withdrawal Form**



Please read the instructions given below and complete this form neatly and carefully. Return the completed form to the Registrar's Office by the published deadlines for adding/dropping and withdrawing courses. For complete withdrawal for one semester or permanent withdrawal from the Institute, use the "Temporary / Permanent Withdrawal Request" form.

Student ID Number	Name (First, Middle, Last)	
College Level	Major	Cumulative GPA
Registration Semester/Year	Number of Credits Registered	Mobile Number

<b>Please tick your request:</b>	
<input type="checkbox"/>	1. Add a Special Topics / Research Topics Course or a course requires instructor prior approval and cannot be added online through CAMS student portal. Course instructor and Academic Advisor approvals are required.
<input type="checkbox"/>	2. Add a course by exceeding the maximum course load (19 Cr. Hrs). Cumulative GPA should be $\geq 3.0$ and the request should be submitted for Registrar approval after endorsed by the Program Chair. If approved, student can register up to 22 Cr. Hrs.
<input type="checkbox"/>	3. Drop/withdraw a course resulting below the minimum course load (12 Cr. Hrs). Must be approved by the Provost or Designee. <i>Ref: Academic Policy # 3250 items # 6.1.1 and 6.1.3</i>
<input type="checkbox"/>	4. Withdraw from a course after add/drop period with a "W" grade. Academic Advisor approval is required. <i>Ref: Academic Policy # 3250 item # 6.3.2.1</i>
<input type="checkbox"/>	5. Add a course that is not part of the following catalog. Instructor and Program Chair's approvals are required.

Add/Drop/Withdraw (circle one)			Course Code & No	Section No	Course Name	Cr. Hr
Add	Drop	Withdraw				
Add	Drop	Withdraw				
Add	Drop	Withdraw				
Add	Drop	Withdraw				
Add	Drop	Withdraw				
Add	Drop	Withdraw				
No. of credit hours registered after this requested change						

**Justification:**  


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\_\_\_\_\_  
Student Signature/Date (Required for all)

**Remarks/Comments:**  


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Approved by: Academic Advisor (Required for all)

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Instructor Approval for Special/Research Topics Courses (required for item 1&5)

**Remarks/Comments:**  


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Approved by: Program Chair (required for item 2,3 & 5)

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Approved by Provost or Designee  
(Required for dropping/withdrawing below the minimum credit hour limits only)

\_\_\_\_\_  
Approved by: Registrar (required for item 2)

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CAMS updated by and Date