

THE PETROLEUM INSTITUTE
STUDENT ONE-STOP SHOP (SOS)
Undergraduate Program
Course Add/Drop/Withdrawal Form



Please read the instructions given below and complete this form neatly and carefully. Return the completed form to the SOS 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

Please tick your request:	
<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. Request must be approved by the Course instructor and Academic Advisor.
<input type="checkbox"/>	2. Add a course by exceeding the maximum course load (19 Cr. Hrs). Cumulative GPA should be ≥ 3.0 . Request must be approved by the Academic Advisor, Program Chair and the Provost or Designee. Applicable for students in good academic standing only. <i>Undergraduate Catalog 2009-2010 - page 19</i>
<input type="checkbox"/>	3. Drop/withdraw a course resulting below the minimum course load (12 Cr. Hrs). Request must be approved by the Academic Advisor, Program Chair and the Provost or Designee. <i>Ref: Academic Policy # 3250 items # 6.1.1 and 6.1.3</i>
<input type="checkbox"/>	4. Drop a co-requisite of a course. Request must be approved by the Academic Advisor and the Program Chair.
<input type="checkbox"/>	5. Withdraw from a course with a "W" grade (after add/drop period). Request must be approved by the Academic Advisor. <i>Ref: Academic Policy # 3250 item # 6.3.2.1</i>
<input type="checkbox"/>	6. Add a course that is not part of the Student's catalog of graduation. Request must be approved by the Course Instructor, Academic Advisor and the Program Chair.

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:

 Student Signature/Date (Required for all)

Remarks/Comments:

 Approved by: Academic Advisor (Required for all)

 Instructor Approval for Special/Research Topics Courses (required for items 1&6)

Remarks/Comments:

 Approved by: Program Chair (required for items 2,3,4 & 6)

 Approved by Provost or Designee (required for items 2 & 3)

TO BE COMPLETED BY THE REGISTRAR'S OFFICE	
CAMS is updated on _____	
CAMS is updated by (Name) _____	CAMS is updated by (Signature) _____