



# MISSISSIPPI STATE UNIVERSITY™

*Division of Academic Outreach & Continuing Education*

Effective Semester

- Spring \_\_\_\_\_  
 Summer \_\_\_\_\_  
 Fall \_\_\_\_\_

## Official Add/Drop/Withdrawal Form for Distance Learning - Campus 5

Student ID # \_\_\_\_\_ Name: \_\_\_\_\_  
Last First M.I.

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex: F M Class: Fr So Jr Sr Gr CVM

College/School \_\_\_\_\_ Major/Concentration \_\_\_\_\_

List REASON for D/W (attach any supporting evidence) \_\_\_\_\_

Circle One ↓	Course Symbol & Number (Example: EDE 3223)	Title (Example: Middle Level Education)	CRN (Office use Only)
DROP ADD			
DROP ADD			
DROP ADD			
DROP ADD			

**I have/will read and understand the University's Withdrawal and refund policies. I have/will read and comply with financial aid withdrawal instructions.**

\_\_\_\_\_  
**Student's Signature** **Date** **Student's Academic Advisor/ Instructor** **Date**

\_\_\_\_\_  
**Academic Dean's Signature** **Date** **AOCE Executive Director** **Date**

Please view the Academic Calendar at <https://mybanner.msstate.edu/news.htm> for more Policy Information.

**ATTENTION STUDENT**  
**DROP POLICY** - Last day to DROP a course without a "W" grade - 5<sup>th</sup> Class Day -100% refund  
  
**DROP after 5<sup>th</sup> Class Day** - "W" grade given - 0% refund  
  
**ADD POLICY** - Last day to ADD a class - 6<sup>th</sup> Class Day.

Withdrawal Refund Schedule Spring/Fall Semesters	
1 <sup>st</sup> Class Day	100%
2 <sup>nd</sup> - 10 <sup>th</sup> Class Day	90%
11 <sup>th</sup> - 15 <sup>th</sup> Class Day	80%
16 <sup>th</sup> - 20 <sup>th</sup> Class Day	65%
21 <sup>st</sup> - 25 <sup>th</sup> Class Day	45%
26 <sup>th</sup> - 30 <sup>th</sup> Class Day	25%
After 30 <sup>th</sup> Class Day	0%

Withdrawal Refund Schedule Ten (10) Week Summer Term	
1 <sup>st</sup> Class Day	100%
2 <sup>nd</sup> - 6 <sup>th</sup> Class Day	90%
7 <sup>th</sup> - 9 <sup>th</sup> Class Day	80%
10 <sup>th</sup> - 12 <sup>th</sup> Class Day	65%
13 <sup>th</sup> - 14 <sup>th</sup> Class Day	45%
15 <sup>th</sup> - 16 <sup>th</sup> Class Day	25%
After 16 <sup>th</sup> Class Day	0%

Withdrawal Refund Schedule Five (5) Week Summer Terms	
1 <sup>st</sup> Class Day	100%
2 <sup>nd</sup> - 3 <sup>rd</sup> Class Day	90%
4 <sup>th</sup> - 6 <sup>th</sup> Class Day	80%
7 <sup>th</sup> - 9 <sup>th</sup> Class Day	65%
10 <sup>th</sup> - 11 <sup>th</sup> Class Day	45%
12 <sup>th</sup> - 13 <sup>th</sup> Class Day	25%
After 13 <sup>th</sup> Class Day	0%

On-line Courses, Independent Study Courses, Correspondence Courses, Workshops, Etc. offered through the Division of Academic Outreach & Continuing Education are NOT eligible for inclusion in the Senior Citizen Tuition Waiver Program per student affairs OP 91.179.

**SEND OR FAX TO: Operations Unit \* P. O. Box 5247 \* Mississippi State, MS 39762 \* FAX 662-325-2657**

Mississippi State University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation or group affiliation, age, disability, or veteran status.

**For AOCE Office Use ONLY**

DROP Code: \_\_\_\_\_ Refund Percentage: \_\_\_\_\_

WITHDRAWAL Code: \_\_\_\_\_ Refund Percentage: \_\_\_\_\_

Term: \_\_\_\_\_ Hrs. Currently Enrolled \_\_\_\_\_ Effective D/W Date: \_\_\_\_\_