

STATE UNIVERSITY OF NEW YORK
Downstate Medical Center
Office of the Registrar – Box 98
450 Clarkson Avenue
Brooklyn, New York 11203
(718) 270-4551

**College of Medicine
Master's of Public Health Program
COURSE ADD/DROP FORM**

Instructions to the Student: This form is used to make changes to your class schedule – dropping or adding courses. The “Add/Drop” period ends on the Friday of the second week of the term. **After that date and time, you are charged a late fee of \$15.** The date the completed form is received in the Registrar's Office is the date used to determine late fees and financial liability. All transactions require the approval of the course director AND the program designee. Withdrawals after 25% of the term is completed, require the course instructor to indicate whether the student is to receive a grade of Withdrew, Withdrew/Passing, or Withdrew/Failing.

Print or Write Clearly

This term: _____ Fall _____ Spring _____ Summer 200_____

- Your name _____
Last First Middle
- Student ID # _____ Today's Date _____
- Indicate total number of credits you are registered for **BEFORE** this change: _____

COURSE(S) ADDED

Registrar Use Only – CRN #	Dept Name & Course # (e.g. PHY-B 32010)	Course Title (e.g. Physiology & Biochemistry)	Section	Credits	Instructor's Signature
TOTAL CREDITS ADDED					

COURSE(S) DROPPED*

Registrar Use Only – CRN #	Dept Name & Course # (e.g. PHY-B 32010)	Course Title (e.g. Physiology & Biochemistry)	Section	Credits	Instructor's Signature
TOTAL CREDITS DROPPED					
* Courses can only be dropped during the add/drop period. After this period, a student must Withdraw from the course. See MPH Program Handbook for withdrawal policies.					

Indicate total number of credits you are registered for **AFTER** all the above changes. _____

Program/Dean's Approval _____ Date _____

FOR REGISTRAR OFFICE USE ONLY

Entered in Student Database _____ Date _____
Staff Initials
 Distribution: Original – Registrar/Student File 2nd – Department 3rd – Financial Aid 4th – Bursar 5th – Student