School of Medicine
School of Graduate Medical Sciences

Add/Drop Request Form (Course Adjustment)

Only one form per course adjustment. If you need to add/drop multiple courses, please complete multiple forms.

Do not use this form if you intend to drop all of your classes for the semester. You must file a LOA/Withdrawal form instead. Requests to withdraw or take a leave of absence on or after the first day of the semester are subject to the University refund schedule and will be based on the day the form is received. Please follow the instructions on the GMS website in regard to withdrawing from the University. Form may be submitted to GMS Registrar Office L309 or via GMSRegistrar@bu.edu.

STUDENT INFORMATION

Last Name: First Name:

BUID: BU Alert Phone Number:

School/College: Program/Department:

REGISTRATION INFORMATION

Semester/Year: ◯ Fall ◯ Spring ◯ Summer I ◯ Summer II Year:
(Example: Spring 2022)

Action to be Taken:
◯ ADD ◯ DROP
◯ CREDIT TO AUDIT ◯ AUDIT TO CREDIT
◯ CREDIT CHANGE FROM TO CREDITS
◯ SECTION CHANGE FROM TO

College of Course: Course Number: Section: Credit Hours:

Course Title:

MUST ENTER COMPLETE COURSE NUMBER AND CREDITS (example: GMS MS971 A1 2)
NOTE: RESEARCH CREDITS ARE INCREMENTS OF 2 (NOT ODD NUMBERS)

Important: How many credits will you have after changes? How will it impact your student account? If you are presently receiving financial aid and /or are presently deferring past loans, check with **Student Financial Services** to ensure the above indicated changes will not impact your financial aid or potential loan deferment. Note that part-time status is 1-11 credits and full-time status is 12-18 credits. Mandatory health insurance is added to the account of any student registered for 9 or more credits at any point in the semester. You may not be able to waive the charge if the semester waiver date has passed.